



Olga Primary School

Anti-Bullying Policy & Guidelines

Policy Date: February 2026

Review Date: February 2027

Introduction

At Olga Primary School, our aim is for everyone to “be the best you can be”.

Bullying is an anti-social behaviour which affects everyone in the community. While we acknowledge that bullying and harassment exist in all Schools, we are committed to reducing and attempting to eliminate it at Olga Primary School. As a School we aim to promote equality of opportunity and positive attitudes towards the diverse social, cultural and ethnic backgrounds of all members of our community.

Everyone at Olga needs to know that bullying is unacceptable and will not be tolerated. Only when all issues of bullying are addressed will all pupils be able to fully benefit from the opportunities available in the School and so be the best they can be. The School's Teaching and Support Staff must be alert to signs of bullying and act promptly and firmly against it in accordance with School policy. This policy forms part of the induction programme/ Staff handbook for all new members of Staff.

This policy supports the UN Rights of the Child:-

Article 12: Every child has the right to express their views, feelings and wishes in all matters affecting them, and to have their views considered and taken seriously.

Article 19: Every child has the right to be protected from being hurt or mistreated in body or mind.

Article 29: Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their Parents/Carers, their own and other cultures, and the environment.

1. Aims

The aim of this policy is:

- To ensure that all pupils feel safe and can learn in a supportive and caring environment without fear of being bullied.
- To ensure a shared understanding of what constitutes bullying.
- To support the development and implementation of effective anti-bullying strategies consistently across the School.
- To promote equality, respect and understanding between all members of the School community.
- To help children to become positive, responsible and increasingly independent members of the School and wider community, knowing their own rights while supporting and respecting those of others.

2. What is Bullying?

Bullying is defined as deliberately hurtful behaviour, repeated over a period of time, where it is difficult for those being bullied to defend themselves. Bullying is not the same thing as falling

out with friends, or having a fight over football. These things happen sometimes but on their own they are not bullying.

Bullying generally falls into the following categories:

1. Physical - Unprovoked assault on a person or group which can range from a 'prod' to grievous bodily harm.
2. Psychological - Reduction of a person's self-esteem or confidence through taunting or teasing about any feature of their lives which can be used to wound them.
3. Social - Rejection by peer group.
4. Verbal - The use of language in a derogatory or offensive manner, such as swearing, racist or sexist abuse, sexual innuendo, spreading rumours, etc.
5. Cyber (or Online) bullying, including
 - misuse of e-mails, images, text, blogs, tweets, forums and chat rooms to hurt/embarrass/ demean/ harass/ provoke or humiliate
 - misuse of mobile phones by text messaging /calls or images - again to hurt/embarrass/ demean/ harass/ provoke or humiliate
 - unauthorised publication or manipulation of private information; impersonation
6. Other - Other forms of bullying include interference with personal property, extortion, etc.

Olga Primary School is particularly conscious of vulnerable groups of children who may be a target of bullying or harassment. Including those exposed to:

- Racist Incidents
- Homophobic/ Transphobic Incidents
- Gender Bullying; and
- Children with Special Educational Needs or Disabilities (SEND).

3. What Can You Do If You Are Being Bullied?

1. Tell someone you trust - an adult in School, a Parent/Carer, a friend.
2. If you feel threatened, get away from the danger and tell an adult in School immediately. If you can't get away from the danger, then shout for help to attract attention.
3. If you are being threatened for a possession, hand it over. Your safety is far more important than anything else, no matter how expensive it is. We will do our best to get your possession back for you.

Remember that your silence is the bully's biggest weapon. If we do not know about the bullying, we cannot help to stop it. To help yourself to feel positive and stay safe:-

- a. Be proud of who you are.
- b. Remember no-one deserves to be bullied. It is not your fault.
- c. Go straight to a member of Staff and tell them what has happened and how you feel.
- d. Remember that all School adults will take your concerns seriously. Tell them so they can support you and help to stop the bullying.
- e. Be assertive. Say "No" firmly and walk confidently away.
- f. Stay with friends who will support you and make you feel good about yourself.

- g. Don't give personal information, including phone numbers and email addresses, to anyone you don't trust. Keep any nasty messages as evidence to show to an adult you trust. Block anyone who sends you messages that make you feel bad and report them online if you can.

4. What Can You Do If Someone You Know Is Being Bullied?

1. Don't be a bystander.
2. If you see bullying happening, or think someone is being bullied, tell an adult you can trust - a School adult or a Parent/Carer - so that they can help.
3. If you do nothing, you are supporting the bully and it makes the victim of the bullying feel more alone.
4. If you can, be assertive. Tell the bully that you don't like what they are doing and tell them to stop. If you don't know the bully and aren't sure how they will react, then go straight to an adult. Do not put yourself at risk.
5. Support the victim to speak to an adult in School immediately.

5. What Can Parents & Carers Do?

1. Watch out for any changes in behaviour in your children. For example, if they suddenly don't want to come to School or seem less happy and focused than they were.
2. Ask them how their day has gone and be interested in their friendships.
3. Although falling out with a friend is not the same as bullying, your child may still want to talk to you about what happened and how they feel, and they may need some reassurance and support in order to rebuild that friendship or make friends with others.
4. If you are worried that your child may be a victim of bullying behaviour, then inform the School immediately. Often the class teacher is the best person to speak to first, but members of the Senior Leadership Team are always in the playground at the beginning and end of the day and you can speak to them if you prefer. Your concerns will be taken seriously and further action taken as appropriate.
5. Reassure your child that it is not their fault and there is nothing wrong with them.
6. Encourage your child to follow the steps in the **What Can You Do If You Are Being Bullied?** section above and to ask for help. Do not tell them to fight back. They may get seriously hurt and it can make matters worse.

6. What Will The School Do To Prevent & Reduce The Likelihood Of Bullying?

Olga Primary School is a Rights Respecting School. We have been awarded level 1 by UNICEF in recognition of our work to promote the United Nations Rights of the Child. At the beginning of every school year, every class discusses the Rights of the Child and agrees how they will ensure that these rights are upheld. Weekly Rights Respecting Assemblies are used to explore these rights further, including considering issues of fairness, prejudice and bullying.

Our Personal, Health and Social Education (PHSE) programme provides opportunities for children to learn the skills and knowledge they need to be responsible citizens. This includes:-

- An understanding of and respect for individuals;
- An understanding of their own and others rights and responsibilities;

- The ability to empathise with others and to consider the impact of their actions on them;
- The vocabulary they need to explain how they are feeling;
- An understanding of what it means to be a good friend;
- An understanding that everyone is different and that this is to be valued
- An awareness of issues of prejudice and discrimination and the opportunity to consider the impact of this and how to combat it.

Currently, our PHSE programme is based on the Jigsaw scheme of work.

Whole School Assemblies are used as appropriate to focus on how we behave towards each other and the impact of our actions on others.

Termly assemblies and teaching units on online safety support the children to protect themselves online and to know what to do if they encounter online bullying or other online safety issues.

The School takes part in anti-bullying week. This is used as an opportunity to focus on the issue of bullying, including explaining this policy to the children.

Our behaviour policy follows the principles of restorative justice, teaching the children to listen to each other, to express their feelings, acknowledge their impact on others and to take responsibility for their actions, making amends where necessary.

Where children are identified as needing additional support with friendships or social skills for any reason, a variety of interventions may be provided as appropriate, including:-

- Class circle times
- Circle of friends
- Learning mentor support
- Buddy support system
- Playground games interventions.

Through class circle times and Whole School Assemblies, children will be made aware that bullying can be reported in a number of ways, such as:

- Talking to a member of Staff of their choice
- Writing the incident down and handing it to a member of Staff of their choice
- Asking to speak to the Learning Mentor
- Asking a friend to support them with speaking to a member of Staff.

7. What Will The School Do When Bullying Is Suspected?

The following steps will be taken when dealing with suspected bullying:

1. When bullying is suspected or reported, the incident will be taken seriously and dealt with immediately by the member of Staff who has been approached or has reason to believe that it is occurring. They can either investigate the incident or report it to their line manager.

2. The person investigating the incident/s will talk to the children alleged to be involved. The alleged victim and bully/ies will be interviewed separately, at least initially, to gain a clearer picture of events. Witnesses will be interviewed as appropriate.
3. A clear account of the incident will be recorded on the School's Bullying Record Form (see Appendix 1) and given to the relevant member of the Senior Leadership Team (SLT).
4. The member of the SLT will agree the course of action to be taken with the investigator. The incident will be recorded in the online behaviour management record on CPOMS.
5. Relevant School adults will be kept informed
6. Parents/Carers will be kept informed, but confidentiality must be maintained.
7. Disciplinary and supportive measures will be used as appropriate, in line with our behaviour policy.

Support for children who have been bullied may include:

- Being offered the opportunity to discuss the experience with a teacher or member of Staff of their choice.
- Informing Parents/Carers of events and steps taken.
- Being Reassured.
- Being offered continuous support.
- Steps to restore self-esteem and confidence.
- Support from the Learning Mentor.
- Friendship group support.
- Other strategies as for children who may need additional support (see above).

Children who have bullied will be helped by:

- Discussing what happened.
- Discovering why the pupil became involved.
- Establishing the wrong doing and the need to change.
- Informing Parents/Carers to help change the attitude of the pupil.
- Other strategies as for children who may need additional support (see above)
- Longer term support can be provided by the Learning Mentor and referrals to other agencies such as the Behaviour Support Team where necessary.

The following disciplinary steps can be taken as appropriate:

- Official warnings to cease offending.
- Detention at lunchtime or playtimes.
- Moving place within the classroom.
- Changing classes (where possible).
- Exclusion from certain areas of School premises or from certain activities.

In rare cases of extreme bullying and in line with our behaviour policy, the following disciplinary steps can be taken:

- Minor Fixed Term Exclusion
- Major Fixed Term Exclusion
- Permanent Exclusion

8. Bullying Outside The School Premises

Although the School is not directly responsible for bullying off the School premises, we take our responsibility for our children's well-being seriously and will support them where possible. Where a child reports bullying away from School the School will:

- Contact Parents/Carers of the bullied child, and encourage them, where appropriate, to contact the police
- Contact Parents/Carers of the child/children who are bullying and invite their support.
- If the bullying involves a child who attends another School, we will contact the School involved and aim to work with them to resolve the problem.

9. Monitoring, Evaluation & Review

The logs of incidents will be kept on the School's online safeguarding database, CPOMS. In line with the School Behaviour Policy, the incidents will be analysed half-termly by the Headteacher. In this process patterns will be monitored, including:

- People involved
- Location
- Type of incident, including whether it involves elements of racism, sexism, homophobia, transphobia, religious prejudice, SEND or other protected characteristic.

Our response to these incidents will also be monitored by the SLT to ensure incidents are being dealt with consistently and fairly.

The number and types of incidents of bullying will be reported to the governing body on a termly basis as part of the Headteacher's report.

In line with our statutory duty, all racist incidents are reported to the Borough.

The policy will be promoted and implemented throughout the School through professional development meetings, assemblies and circle times.

The policy will be reviewed through consultation with children, Staff and governors. It will be reviewed on a three year cycle or earlier if deemed necessary by the Headteacher or the governing body.

Appendix 1

Bullying Record Form

Name of Alleged Victim(s)		Class(es) of Alleged Victim(s)	
Date		Member of Staff Investigating	
What happened			
Name of Alleged Bully(ies)		Class(es) of Alleged Bully(ies)	
What Happened?			
This incident involves elements of (tick or highlight any that apply)			
Racism	Sexism	Homophobia	Transphobia
Disability/SEN	Religious Prejudice	Cyber Bullying	
Member of SLT spoken to			
Actions Agreed			
Parent(s)/Carer(s) of Alleged Victim(s) contacted (When, How, Who By?)			
Parent(s)/Carer(s) of Alleged Bully(ies) contacted (When, How, Who By?)			
Signed _____ Role _____ Date _____			