

Anti-Bullying Procedure

Our Promise

At Holmleigh Park High School, everyone has the right to feel safe, happy and respected. Bullying is not allowed in our school. We will always take it seriously and act to stop it.

This procedure explains:

- What bullying is
- What bullying is not
- What to do if bullying happens
- How the school helps

What Is Bullying?

Bullying is when someone keeps being unkind on purpose and uses their power to hurt someone else.

Bullying usually:

- Hurts someone
- Happens again and again
- Is done on purpose
- Involves a power imbalance (for example: older, stronger, more popular, or a group vs one person)

Bullying can happen:

- Face-to-face
- Online (messages, group chats, games, social media)

Types of Bullying

Bullying can look different. It can be:

- Verbal: name-calling, teasing, spreading rumours
- Physical: pushing, hitting, kicking, hurting someone
- Emotional: leaving someone out, embarrassing them, threatening them
- Online: mean messages, sharing pictures without permission, online exclusion
- Racist: bullying someone because of their skin colour, culture or religion
- Sexual: unwanted touching or comments
- Homophobic / Biphobic: bullying about who someone likes
- Transphobic: bullying about gender identity
- Disability-related: bullying someone because of a disability or additional need

Why Bullying Is Serious

Bullying can:

- Make people feel scared or unhappy
- Stop people from enjoying school and other parts of their lives

- Affect learning and attendance
- Hurt mental health

No one deserves to be bullied.

What Is NOT Bullying

Some things are unkind, but they are not bullying if they do not keep happening or are not done on purpose.

These are not bullying:

- Not liking someone
- One-off arguments
- Accidents (like bumping into someone)
- Falling out with friends
- A single joke that stops when someone is upset
- Someone saying how they feel in a respectful way

These things still matter and adults will help, but they are different from bullying.

IS IT UNKIND BEHAVIOUR OR BULLYING?

Bullying is the repeated, intentional hurting of one person or group by another person or group.

This intentional hurt can be through words or actions, in person or online.

Is a person or group of people **deliberately** hurting you through their words or actions?

NO

YES

Has this person or group accidentally hurt you with their words or actions?

Has this happened multiple times?

NO

YES

NO

YES

Great!
Keep having a lovely day!

Even if it was an accident, it is best to speak with a teacher so they are aware and can check you're ok.

If this has only happened once, it may not be bullying. It may be unkind behaviour.
Speak with a teacher to check this.

If it's ongoing, it might be considered bullying.
Please refer to *'Tackling Bullying Together'* to see how we can help stop the bullying.

Tell a teacher ASAP.

Actions/consequences for bullying / unkind behaviour will be issued.
The actions/consequences will be determined by the Year Team and/or the Pastoral Team.
Actions/consequences include: Warnings, Restorative Conversations, OSP, IR, OR, Suspension etc.
For details about the meaning of these consequences, please see the behaviour policy.



What To Do If You Are Worried

If you think bullying is happening:

- Tell a trusted adult
- Talk to your Form Tutor or PSHE teacher
- Speak to your Year Team
- Talk to a Prefect

You can talk to an adult any time, even if it happens online or outside school.

What School Will Do

When someone reports bullying or unkind behaviour, adults will:

- Listen carefully and believe you
- Make sure everyone is safe
- Find out what has happened
- Take action to stop the bullying (please see the below flowchart)
- Use the behaviour rules fairly
- Log the details on an online system
- Help everyone learn better ways to behave

We will keep checking to make sure the bullying does not start again.

TACKLING BULLYING TOGETHER

Bullying is the repeated, intentional hurting of one person or group by another person or group.

This intentional hurt can be through words or actions, in person or online.

WHO SHOULD I TELL IF I AM BEING BULLIED?

Tell a member of **staff** straight away

Tell a member of your **Year Team** straight away

Tell a **trusted adult** straight away

The staff member or trusted adult will inform your Year Team

WHAT HAPPENS NEXT?



Year Team gathers your statement, verbal and/or written. Investigation begins.



A statement is gathered from the bully, verbal and/or written.



Relevant CCTV, video or photographic evidence is reviewed.



Relevant witness statements, verbal and/or written are also gathered.



The parents/carers and children of all involved are informed of the type of incident.



If a bullying outcome is not found, an unkind behaviour incident is logged on a central system.



If a bullying outcome is found, a bullying incident is logged on a central system.



Parents/carers of both victim and bully are spoken with to inform the investigation is taking place.

Consequences for bullying / unkind behaviour are issued in line with the behaviour policy.

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At Holmleigh Park High School:

- Everyone must treat others with kindness and respect
- Bullying is never okay
- It is brave to speak up
- Adults will always try to help

We all have a part to play in keeping our school safe.

Remember, if something feels wrong: talk to someone.

You are not in trouble. You are not alone.

We are here to help.