

Bradford Forster Academy

Anti Bullying Policy 2025-26

Bradford Forster Academy is a faithful, collaborative, inclusive, aspirational, student-centred Academy. We have high ambitions for our students and strive to ensure that all our policies and practices enable the students to leave the Academy ready to embark on a successful future, fulfilling their own ambitions and making a positive and transformational contribution to society.

We strive to reflect our academy Christian values of hope, endurance, forgiveness, and trust whilst following our strapline of **'Everything is possible for one who believes'** (Mark 9:23)



ANTI BULLYING PROCEDURE - Response to Complaint of Bullying

What is bullying?

Bullying is behaviour that hurts someone else. It includes name calling, hitting, pushing, spreading rumours, threatening, or undermining someone.

It can happen anywhere – at school, at home or online. It's usually repeated over a long period of time and can hurt a child both physically and emotionally.

BFA response

The response to a complaint should be fair and impartial. It should be thorough, and the parents of both sides should be aware of the complaint and monitoring / investigation being carried out. There are a series of measures implemented and letters which will be distributed to parents at specified times to ensure they are kept updated about the progress of the investigation. It is recommended that letters to parents are posted via the school office. All letters should be uploaded to CPOMS.

Providing Support

The following measures/ strategies are implemented for all pupils involved in alleged/ proven incidents of bullying to provide support throughout (where appropriate) the investigation:

Alleged/ proven victim

- Reassuring pupils and providing continuous support
- Immediate opportunity to discuss the experience with their teacher, the designated safeguarding lead, or a member of staff of their choice
- The child should report or keep a record of any further incidents as evidence
- School will help them by helping them restore self-esteem and confidence
- School will provide ongoing support; this may include: working and speaking with staff, offering formal counselling, engaging with parents / carers
- Where necessary, external agencies may be involved to provide further or specialist advice and guidance; this could include support through Early Help or Specialist Children's Services, or support through Child and Adolescent Mental Health Services (CAMHS).

The alleged perpetrator:

- Identify what/if behaviours need to change and what support the child needs to help them to do this

- Informing the child's parents/carers of any where necessary on to help change the attitude and behaviour of the child
- Providing appropriate education and support regarding their behaviour or actions
- If online, requesting that content be removed and reporting accounts/content to service provider
- Sanctioning, in line with school behaviour/discipline policy; this may include official warnings, detentions, removal of privileges (including online access when encountering cyberbullying concerns), and fixed-term or permanent exclusions
- Where necessary, working with the wider community and local/national organisations to provide further or specialist advice and guidance; this may include involvement from the Police or referrals to Early Help, Specialist Children's Services, or Child and Adolescent Mental Health Services (CAMHS) as appropriate.

Monitoring of concerns:

- All concerns of unkind behaviour should be reported to the Year Team in the first instance. The year team will speak to the student and complete a 'Am I being bullied' worksheet.
- Year Teams will then contact parents and make them aware of the issues raised in this work, explaining that they will speak to key staff and monitor these concerns to determine what level of intervention needs to take place.
- Year team will speak to all students involved and explain to them how their behaviours may be making others feel and the interventions school will be taking.
- Year Teams will communicate to wider staff regarding concerns and place a monitoring cycle on all behaviours between students.
- At the end of the **two-week cycle** Year Teams will then **contact the parent to discuss** the findings and review next steps.
- All this information to be recorded on CPOMS.

Stage 1 – Acknowledge of Complaint of Bullying:

- All concerns of concerning student behaviour should be detailed in a discussion between the Year Manager and parent in the first instance. Concerns recorded on CPOMS

- Year Manager to listen to and discuss the parent's concerns with regards to alleged bullying and in consultation with parent, decided whether there is a need to initiate the school's Anti-Bullying Procedures
- Year Manager must first speak to the student and contact the parents of the alleged perpetrator to inform them of the activation of the bullying procedures
- Both sets of parents are informed of this first stage by the Stage 1 letters which are posted or emailed (alleged victim) and (alleged perpetrators). Copies of these are added to CPOMs.
- Year Manager to email all appropriate staff details of the monitoring of behaviours between individuals – making it clear that staff are to record any concerns on CPOMS for monitoring purposes.
- Where appropriate, the Year Manager will activate the measures detailed in the PROVIDING SUPPORT Section
- The Year Manager will update both sets of parents after 5 days/ mid point of monitoring with the **Stage 2 Phone call** – which will be recorded on CPOMS.
- The Year Manager will report back to both sets of parents on the outcome of the investigation / monitoring after 10 working days from the implementation of the anti bullying procedures; **Stage 3 letter**

Stage 2 - Update on the Complaint of Bullying (after 5 days of monitoring)

Class teachers / appropriate staff monitor the interactions between the alleged perpetrator and the alleged victim and records these on CPOMs. Year Manager will ring to both sets of parents updating them on the progress of the investigation and also report on any further incidents after 5 working days. Stage 2 phone call will be added to CPOMs.

Stage 3 – Response to Complaint of Bullying (10 working days after the implementation of the Anti Bullying procedures)

- After the 10 working days to fully investigate the claim and monitor the situation, the Year Manager reports the findings and any interventions/measures implemented to both sets of parents/carers, giving them the opportunity to comment or feedback.
- Stage 3 letter posted or emailed to both/all sets of parents
- Outcome of investigation and letter added to CPOMS
- If, after a full investigation, the Year Manager believes that this is a matter of behaviour and not bullying, then they should consult the school Behaviour Policy & Procedure – closing the bullying case.

If however, this matter remains a concern of bullying, then the stage 4 in the procedure is activated.

- The Year Manager will inform the parents/carers of each child involved in the allegation, that a further 14 day period of monitoring will follow, allowing time for a deeper investigation/ continuous review.
- Year Leader will write the final stage 4 letter to parents, 14 days after will explain the findings and what will happen next, including giving the parents the opportunity to comment or provide feedback

Stage 4 – Final Stage: FOLLOW UP / COMPLAINT RESOLVED/ MATTER CLOSED/ MATTER REFERRED

- After a period of 14 days since the stage 3 letter, Year Leader will post / email Stage 4 letter to both/ all sets of parents to follow up the final stage of review.
- Year Leader will make the decision to close and archive the complaint as it has been resolved or refer it to the Vice Principal Behaviour & Culture and inform parents of this decisions and reasons for this
- Parents have the right to Appeal if they disagree with the decision made
- All paperwork recorded on CPOMS
- If matter referred, notify the Vice Principal Behaviour & Culture, for further investigation
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Stage 5 – Appeal by parent/carer to Assistant Principal

If the parent/carer is not satisfied with the Year Leader's outcome then this matter will be escalated to the Assistant Principal (according to circumstances). The Assistant Principal will then follow the same steps in Stage 1 – 3.

Stage 6 – Appeal to Vice Principal

If the parent/carer is not satisfied with the Assistant Principal outcome then this matter should be escalated to the Vice Principal. The Vice Principal will then follow the same steps in Stage 1 – 3.

Stage 7 – Appeal to Principal

If the parent/carer is not satisfied with the Vice Principal's outcome then this matter should be escalated to the Principal. The Principal will then follow the same steps in Stage 1 – 3.