

Lingfield Education Trust

Anti-Bullying Policy

Policy Version Control	
Policy type	Lingfield Primary School
Policy prepared by (name and designation)	Nicola Padgett (adapted from Cambrai Primary School Policy)
Last review date	November 2025, September 2026
Description of changes	Spring 2025 - New policy
Date of Board of Trustees approval	3 rd November 2025
Date released	3 rd November 2025
Next review date	Autumn 2027

Introduction

Lingfield Primary School is an Anti-Bullying school. We take any reports about bullying seriously and resolve the issue in a way that protects the child being bullied. We believe it is the behaviour that is wrong, not the child who engages in bullying and we have strategies in place to deal with any situation reported to us. Our Anti-Bullying Policy is a working document which helps everyone at Lingfield Primary School prevent and respond to bullying. It is an integral part of our overall Behaviour Policy and should be read in conjunction with our Safeguarding Policy and the Trust Child on Child Abuse Policy.

Aims and Objectives

Bullying is wrong and damages individual children. We therefore do all we can to prevent it by developing a school ethos in which bullying is regarded as unacceptable.

We aim as a school to produce a safe and secure environment where all can learn without anxiety.

This policy aims to produce a consistent school response to bullying incidents that may occur.

We aim to make all those connected with the school aware of our opposition to bullying and we make clear each person's responsibilities regarding the eradication of bullying in our school.

Bullying can happen to all children and can affect their social, mental and emotional health – staff must be aware of the effects of this. Staff need to be aware of vulnerable groups of children such as those with SEND, those in the looked after system and those who are going through personal or family crisis

What is bullying?

- Deliberately hurtful behaviour
- Repeated over a period of time
- Difficult for those being bullied to defend themselves and can be seen as an abuse of power

Sometimes one-off incidents can be so harmful that we will also define them as bullying, such as:

- deliberate hostility and/or aggression,
- intent to cause harm,
- a victim who is weaker and less powerful than the bully or bullies, and/or
- an outcome which is always painful and/or distressing.

Lingfield Primary School is proactive in reducing bullying and our pupils understand that they play a big part in preventing bullying. KS2 pupils can explain what they would be able to do if they find themselves bystanders. Pupils will be consulted annually when reviewing our Anti-Bullying Policy in school.

Types of Bullying

We have developed a consistent approach to monitoring bullying incidents, which enables us to identify immediately if bullying is reoccurring between the same pupils. Bullying can be based on factors such as age, gender, race, religion, sexuality and can be physical or emotional or carried out via the internet or APPs. Staff record and monitor all incidents and events on CPOMs in the following categories:

Racial Bullying: refers to a range of hurtful behaviour, both physical and psychological, that makes a person feel unwelcome, marginalised, excluded, powerless or worthless because of their colour, ethnicity, community, national origin or national status.

Religion and Belief: refers to someone being verbally or physically abusive because they follow a particular religion or faith.

Bullying based on Special Educational Needs and Disabilities: when someone is being verbally, physically or emotionally bullied because of their learning difficulties or disabilities.

Sexist, sexual or Trans-phobic Bullying: refers to bullying when someone (or group), usually repeatedly, harms another person or intentionally makes them unhappy because of their sex or because they may not be perceived to conform to gender norms. The root cause of these forms of bullying is gender inequality. Sexist-this bullying is based on sexist attitudes that when expressed demean, intimidate or harm another person because of their sex or gender. Sexual-this includes physical, verbal or non-verbal/psychological bullying behaviour e.g. Suggestive sexual comments or innuendo, including offensive comments about sexual reputation; or sexual language that is designed to subordinate, humiliate or intimidate. Trans-phobic-bullying behaviour towards someone who is transgender. 'Transgender' is an umbrella term that describes someone whose sense of gender or gender identity is seen as being different to the typical gender norms.

Cyber bullying: when a person, or group of people, uses the internet, mobile phones or other digital technologies, to threaten, tease or abuse someone. This is a different form of bullying and as children have more widespread access to technology this can occur in or outside of school. Education act 2011 allows an electronic device to be seized by Head teacher or designated member of staff to view data/ files if there is good reason to do so. They do not require parental permission. This can be used as evidence and if serious (pornographic or relevant to an offence) will be reported to the police.

Social/Emotional/Psychological Bullying: when someone is intimidated by another person or group of people; when someone is continually left out of games, deliberately ignored and has bad things spread about them, making them feel like an outsider.

Verbal Bullying: when someone is called names, through teasing, taunting or making offensive remarks. Verbal bullying can also include threatening language or comments. This can also include excluding someone from a group, rumours, dirty looks, whispering and graffiti. Offensive language and 'banter' will not go unchallenged either.

Physical Bullying: when someone is hit, punched, pushed, threatened or has their personal items stolen. It can also include any other kind of physical/aggressive contact.

Homophobic Bullying: this can take the form of rumour-mongering, social isolation, text messaging and frightening looks, as well as more obvious forms of bullying. It does not just affect young people who identify as LGB (Lesbian, Gay, Bisexual). In schools, homophobic bullying can directly affect any young person whose life choices, interests or needs do not conform to accepted gender norms-this includes choices made by family members. Homophobic abusive language will not be tolerated.

Monitoring and Review

Our Anti-Bullying Policy is monitored on a day-to-day basis by the Head Teacher. The Head reports to Governors about incidents and the effectiveness of the policy.

Information for monitoring and review purposes is gathered from talking with children, both formally and informally, from parent/carers communications, in addition to staff observations and ongoing reports on CPOMs.

When writing this policy, we have taken into account information from: DfE Guidance: Preventing and Tackling Bullying: Advice for head-teachers, staff and governing bodies: July 2026

Headteacher Nicola Padgett
Deputy Head Teacher Catherine Jones

Chair of Governors/Safeguarding Governor
Emma Coupe

Lingfield Primary School Staff

Our Staff are expected to:

- Promote an environment that is constructive and safe for all pupils
- through their own practice and actions.
- Follow the procedures set out in this policy when dealing with bullying.
- Work in co-operation with colleagues, pupils, parents/carers, staff from other organisations in the local community and our Chair of Governors, to help combat bullying.
- Continue to take a whole school approach-all staff must deal with bullying the same way and teachers report all incidents on CPOMs.
- Give feedback to pupils and, where appropriate, parents will be informed by a member of teaching staff/SLT.

Lingfield Primary Governors

Our Governors are expected to:

- Give their feedback on the monitoring and evaluation of our antibullying policy and practices.
- Publicly support Lingfield Primary School's Anti-Bullying message.
- Provide an Anti-Bullying link governor (Safeguarding Governor) to support our PSHCE leader.

Pupils

If you feel you are being bullied, you can expect that:

- You will be listened to and taken seriously.
- Action will be taken to help stop the bullying.
- You will be involved in the process of deciding what action to take or help to stop the bullying and any worries that you might have will be listened to and respected. This might include a daily/weekly check with a member of staff, peer support, parent being contacted.
- IF THE BULLYING CONTINUES-you will be given the opportunity to talk about the way that the bullying is making you feel and to find strategies to deal with these feelings and to understand and cope with bullying behaviour. Parents of all parties will be informed.
- You will be offered the chance to talk to staff from other agencies, if required and parents will be invited to meet at school to discuss this further.

If you are ever in fear for your physical safety, staff will take immediate action to keep you safe with the help of colleagues at school, parents/carers and outside agencies, including the PCSO, if necessary.

Parents/Carers

You can expect that:

You will be kept informed of our anti-bullying work as and when it is carried out during the academic year. Staff will always do their best to address any concerns you might have and you will be contacted by the end of the day to give reassurance that an incident is being looked into. You will be asked to cooperate with us in supporting your child and promoting the message that bullying behaviour is not acceptable.

If your child is being bullied, you can expect that:

- You and your child will be listened to and believed.
- Staff will ensure that you are involved in the process of supporting your child in dealing with the bullying.
- Staff will do their best to address any concerns you might have.
- Wherever necessary, the Headteacher will put you in contact with outside agencies that can help support you and your child in addressing his/her experience of being bullied.

If your child is bullying another student, you can expect that:

- You and your child will be listened to.
- Your child will be treated fairly.
- Your child will be expected to change his/her bullying behaviour, they will be supported and encouraged in doing so by staff. This might include Restorative Practice work being carried out with your child. Restorative Practice is a process that proactively builds relationships and develops a sense of community in order to prevent conflict and wrongdoing in the future.
- Wherever necessary, the Head Teacher will put you in contact with outside agencies who can help to support you and your child in addressing his/her bullying behaviour.

Bully

If you are bullying another pupil, you can expect that:

- Your bullying behaviour WILL be challenged.
- You will be treated fairly.
- You will be given every opportunity to change your behaviour, you will be encouraged and supported in doing so in line with our school behaviour policy. This might include a daily/weekly check in with a member of staff, peer support, break/lunchtime privileges removed and your parents will be contacted.

Our priority is to make Lingfield Primary School a safe, secure and purposeful learning environment. If you take part in serious victimisation, abuse, intimidation, or episodes of physical bullying against any other person belonging to our school community, it is dealt with very seriously and will result in serious consequences being followed.

Preventative methods and intervention strategies

Our Anti-Bullying policy is available on our website, providing parents/carers and the wider community with information on how Lingfield Primary School tackles bullies and bullying.

- Anti-Bullying policy is reviewed annually.
- We have created an inclusive, safe environment where pupils can openly discuss aspects of bullying, religion, ethnicity, disability, gender or sexuality.
- Staff are available before, during and after school to allow pupils to feel supported and safe.
- We encourage the view that reporting incidents of bullying is taking responsible action and is not viewed as 'telling tales.'
- Good communication between staff ensures any issues between pupils are highlighted, recorded and monitored on CPOMs.
- Whole School involvement in November's Anti-Bullying Week and February Internet Safety Day includes assemblies, circle time discussions, involvement in displays and competitions.
- Hold regular meetings for pupils to voice their concerns, who then discuss ways of overcoming them.
- We run structured playtime, lunchtime and after school clubs to encourage pupils to engage in meaningful activities and positive socialisation in a safe and comfortable environment.
- We ask parents/carers who are concerned that their child might be being bullied, or who suspect that their child may be the perpetrator of bullying to contact their child's teacher immediately.
- Parents have a responsibility to support the school's anti-bullying policy and to actively encourage their child to be a positive member of the school, as well as reinforcing the value of good behaviour at home.
- Where bullying outside school is reported to school staff, it is investigated, acted upon and reported on CPOMs. If the misbehaviour could be criminal or poses a serious threat, our PCSO/the Police are informed immediately. This includes bullying online.
- Staff in school are also offered support when dealing with bullying including cyber bullying.

Useful Sources of Information/ Specialist Organisations

Sexual Abuse in Schools (2021 – DFE)

Preventing and tackling bullying 2026 (Review of July 2017 – DFE)

Keeping Children Safe in Education 2026 (DFE)

Mental health and behaviour in schools advice for school staff (DFE)

Specialist organisation

The Anti-Bullying Alliance
Child Net International
Think U Know (CEOP)

CHECKLIST OF SUGGESTED ACTIONS

Lingfield Primary School has considered and adapted the following checklist of actions. The checklist is a guide and may vary according to the age of the children involved, and the severity/ persistence of incidents.

In all cases:

- All actions will take place on the same day as the incident (as much as possible).
- An incident log will be completed and submitted on CPOMS and the Headteacher is notified –or Deputy Headteacher if she is not on site.
- The incident will be fully investigated by an appropriate member/s of staff on the same day, where possible.
- The incident will be fully discussed with the perpetrator and the victim.
- The parents/carers of the victim and the perpetrator will be informed of the incident and of any action taken.
- There will be appropriate consequences, as outlined in behaviour procedures.

A. Physical assault or the threat of it

Suggested Actions:

1. Take measures to protect the victim.
2. Full investigation by appropriate staff.
3. Complete Incident Log. Send to Head via CPOMS.
4. Appropriate detailed information to the parents of perpetrator and victim.
5. Take disciplinary action appropriate to the severity of the offence.
6. Offer appropriate guidance and support to the victim and the perpetrator.
7. Consider long-term measures to prevent re-occurrence
8. Consider external interventions dependant on the severity

B. Name-calling; insults; mimicry; ridicule;

Suggested Actions:

1. If you are present, challenge it. Explain to the perpetrator that they are unacceptable and the reasons why, and the consequences of persistence
2. Take measures to protect the victim.
3. Individuals who are persistently abusive must be referred to the Senior Leadership Team for full investigation.
4. Complete Incident Log via CPOMS. Send to Head.
5. Appropriate detailed information to parents of perpetrator and victim.
6. Take appropriate disciplinary action.
7. Offer appropriate guidance and support to the victim and the perpetrator.
8. Consider long-term measures to prevent re-occurrence.

Date of Implementation: October 2025

Reviewed: Autumn 2026

Next Review Date: Autumn 2027

Bullying/Suspected Bullying Incident Log

Date:

Alleged Victims:

Suspected Perpetrator:

Type and Nature of Bullying

Racial	
Religion/Belief	
Bullying based on SEND needs/disabilities	
Sexist/Sexual or transphobic	
Cyber	
Social, emotional, psychological	
Verbal	
Physical	
Homophobic	

Time:

Witness:

Break

Lesson

Pupil

Parent

Lunch

Out of
school

Teacher

Other
adult

Account of incident:

Has this type of incident happened before with the same individuals?

Yes/No

Outcome:

Signed:

Headteacher:



Bullying Incident Log Sheet

Date:							
Alleged Victim(s) V: Suspected perpetrator(s) P:				Type and Nature of Bullying			
Time:				Witness:			
Break time		Lesson		Pupil		Parent	
Lunchtime		Out of school		Teacher		Other adult	
Account of the incident:							
Has this type of incident happened before involving the same individuals? Yes / No							
Outcome:							
Signed:				Headteacher:			