



Leigh Academy
Longfield

Anti-Bullying Policy

September 2025

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Leigh Academy Longfield Anti-Bullying Policy

Statement of Intent

Leigh Academy Longfield is committed to providing a caring and safe environment for all students so that they can learn in a secure atmosphere. Bullying of any kind is unacceptable in our academy. If bullying does occur, all students should feel able to tell and know that incidents will be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to tell the staff. Please refer to the Behaviour Policy which sets out the boundaries of acceptable and unacceptable behaviour, including bullying, and the sanctions that will be applied.

What is bullying?

Behaviour by an individual or group, usually repeated over time, that intentionally hurts another individual or group either physically or emotionally.

Examples of bullying can be:

Name-calling, taunting; mocking; making offensive comments; kicking; hitting; pushing; taking belongings; inappropriate text messaging, emailing and messaging on social networking websites; sending offensive or degrading images by phone or via the internet; producing offensive graffiti; malicious gossiping; excluding people from groups; and spreading rumours.

Although sometimes occurring between two individuals in isolation, it quite often takes place in the presence of others. Bullying can seriously damage a young person's confidence and sense of self worth, and they will often feel that they are at fault in some way. It can lead to serious and prolonged emotional damage for an individual. Those who conduct the bullying or witness the bullying can come to emotional harm, and the impact on parents and academy staff can be significant.

Students are bullied for a variety of reasons. Specific types of bullying include:

- Bullying related to race, religion and belief or culture.
- Bullying related to special educational needs (SEND).
- Bullying related to appearance or health conditions.
- Bullying related to sexual orientation or gender reassignment.
- Bullying of young carers or looked after children or otherwise related to home circumstances.
- Sexist or sexual Bullying

Procedures

Leigh Academy Longfield believes in and implements an anti-bullying strategy. We are working with our staff, students and parents/carers to create an academy community where bullying is not tolerated.

Our Academy Community does the following

- Discusses, monitors and reviews our anti-bullying policy on a regular basis.
- Supports staff to identify and tackle bullying appropriately.
- Ensures that students are aware that all bullying concerns will be dealt with sensitively and effectively.
- Reports back quickly to parents/carers regarding their concerns on bullying.
- Seeks to learn from anti-bullying good practice elsewhere and utilises the support of the LA and relevant statutory voluntary organisations when appropriate.

Guidance for Academy Staff

What to do if you think a student is being bullied

Encourage the student to talk about his/her experiences. It may help the student just to be aware that someone else knows.

What to do if a student complains of being bullied

- Get a complete account of the incident or incidents. Are there witnesses who can verify any accounts?
- Get a written statement from the student(s).
- If you can identify the bullies as other students from the academy, talk to the relevant Student Services Manager. The student's Student Services Manager must be informed as to what has happened.
- The bullies should be spoken to regarding the complaint. An informal warning may be sufficient.
- The student's Student Services Manager will offer support on a continual basis until such time as the student and his/her parent/carer are satisfied that conditions have returned to normal.
- It may be appropriate to get the bullies and victims together to give their respective accounts and propose/agree to a solution – propose that sorting out the problem internally as individuals is preferable to one of the possible following scenarios:
 - ❖ Further sanctions (detention, internal exclusion, suspension)
 - ❖ Written record on student's academy file (affecting future references)
 - ❖ Parents/carers being contacted
 - ❖ Contacting the police (if the incident is serious)
 - ❖ Referral to Educational Psychologist/Life Coach/Counsellor or alternative method of support

It may be appropriate to conduct separate follow-up meetings with the victim and bully to ensure that the problems have been sorted out.

What to do if you see a student being bullied / confronting bullies

- Challenge the students responsible – recording names and tutor groups.
- Record the incident in writing.
- Depending on the nature of the incident, it may be necessary to call the Student Services Manager or Assistant Head of College who will follow the procedures outlined in the policy.
- Arrange for a meeting to discuss the incident – pointing out the consequences that may follow if the issues are not resolved to a satisfactory end. See the possible scenarios above.
- The meeting may involve students (bullies and victims) and the Student Services Manager.
- A follow-up meeting with the victim must take place to ensure that the situation has been resolved and that the student knows that he or she is supported by the academy. A follow-up meeting with the bully must take place to ensure that the student is supported in modifying their behaviour. Targets may be set and progress towards them reviewed. Support for the bully may involve referral to another agency.

Possible signs that a student is being bullied

- A student may appear unusually withdrawn and uncommunicative.
- He or she may be unable to concentrate in class.
- His or her behaviour may change e.g. a student's participation in activities may be lowered
- He or she may experience psychosomatic complaints.
- He or she may have unexplained cuts/bruises – or give unconvincing explanations.
- There may be unaccountable and repeatable damage or loss to bags, equipment and money
- There may be intermittent and long term absences from the academy
- A student may truant from the academy.

Self help and peer/prefect support strategies.

The following strategies were written with help from our student lead team of Anti-Bullying ambassadors for other students.

Guidance for Students

What to do if you are being bullied

- Find either your form tutor or your Student Services Manager so that you can talk to them. This member of staff will probably be able to help but remember that if you want the matter to remain confidential then the teacher may not be able to help. Your form tutor is probably the best person to see in the first instance.
- Use your 'keepmesafecard' and email 'keepmesafe@longfield.latrust.org.uk', this will inform the safeguarding team.
- Tell a parent/carer.
- Talk to Prefects, or Headboy/Headgirl.
- Tell a friend who you can trust.
- Tell anyone that you feel you can trust.
- Speak to one of our student-led team of Anti-Bullying Ambassadors .

Possible signs that a person is being bullied

- A student may appear to be unusually withdrawn or quiet.
- He or she may be unable to concentrate in class.
- His or her behaviour may change.
- He or she may have unexplained cuts and bruises or give unconvincing explanations for these.
- He or she may be truanting from the academy.

Steps to tackle bullies:

- Give as complete an account as you can of what has happened to you.
- Are there friends, classmates or witnesses who can back up your story?
- You may have to give a written account of what has happened to you. Try to get a written statement from witnesses.
- Prefects can talk to bullies about why they bully.

What you should do if you see a student being bullied

- You should speak to either your Student Services Manager, your form tutor, or any other member of staff, a student prefect, or a student Anti-Bullying Ambassador, and tell them exactly what has happened.
- Use your 'keepmesafecard' for support services and who to speak to, or email 'keepmesafe@longfield.latrust.org.uk', this will inform the safeguarding team.
- Challenge the students responsible if you feel that you are able.
- Record the names and tutor groups of the students directly involved.

Monitoring, Evaluation and Review

The Governing Body will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the academy.