

Anti-bullying school policy and procedures checklist

A note to users

The tackling and prevention of bullying within schools is not just a best practice guideline, but a legal requirement. Kidscape is often approached to present anti-bullying policies and procedures for schools to adopt. However, for these documents to be most effective, they must be tailored to suit the individual needs of each school.

Kidscape's anti-bullying checklist will act as a guideline throughout this process, and is intended to be used by Senior Management Teams in the construction of policy and procedures. The document is divided into seven key sections, which will need to be addressed for a comprehensive policy to be created in line with the standards set by the DfE and Ofsted.

Integrated training

Many schools find it useful for an independent facilitator to guide them through this process; an area in which Kidscape can offer expertise. For more information, please enquire with our training manager via the contact details below.

Anti-bullying school policy and procedures checklist

Position and values

The anti-bullying policy should include:

A statement detailing the school's outlook on bullying and its approach to tackling bullying behaviour.	<input type="checkbox"/>
A statement detailing the school's key values and mission regarding behaviour and learning environment.	<input type="checkbox"/>

Clarification of terms

The anti-bullying policy should include:

A definition of bullying.	<input type="checkbox"/>
A definition of cyber bullying.	<input type="checkbox"/>
Examples of behaviour that is classified as bullying.	<input type="checkbox"/>
A definition of behaviour that is NOT classified as bullying with reference to context – i.e. teasing.	<input type="checkbox"/>
The different forms of cyber bullying.	<input type="checkbox"/>
Reasons why a student may get bullied.	<input type="checkbox"/>
The emotional and physical effects of bullying.	<input type="checkbox"/>
A statement recognising that bullying can be peer to peer, teacher to student or student to teacher.	<input type="checkbox"/>

Roles and responsibilities: school, governors, staff, students and parents/carers

The anti-bullying policy should include:

Reference to all relevant school policies – e.g. the Behaviour and Discipline Policies.	<input type="checkbox"/>
How the school ensures the anti-bullying policy can be easily accessed by the whole school community.	<input type="checkbox"/>
A statement recognising the school's legal responsibility for preventing and tackling bullying, making reference to the Education Act 2002, the Education and Inspections Act 2006 and the Equalities Act 2010.	<input type="checkbox"/>
Reference to the school's responsibility to respond to bullying that happens outside of the school premises, to include journeys to and from school, external trips, after school clubs and cyber bullying.	<input type="checkbox"/>
The individual roles and responsibilities of the school, governors, staff members, student and parents/carers in preventing and tackling bullying behaviour.	<input type="checkbox"/>
The role of key anti-bullying staff such as the anti-bullying governor, officer or guidance counsellor.	<input type="checkbox"/>
A statement on how the school ensures that all staff, students and parents/carers are aware of, and engaged with, the anti-bullying policy and procedures – e.g. how and whom to report incidents to.	<input type="checkbox"/>
A statement outlining the parents'/carers' responsibility to support the school in imposing sanctions if their child is responsible for bullying.	<input type="checkbox"/>

Cyber bullying

<i>The anti-bullying policy should include:</i>	
Reference to the eSafety Policy, which should detail the school's position on the use of mobile technologies and social media, appropriate online activity and the security, access and monitoring procedures in place.	<input type="checkbox"/>
The cyber bullying reporting procedure.	<input type="checkbox"/>
How the school responds to cyber bullying.	<input type="checkbox"/>
How the school educates students about cyber bullying – what it is, the forms, the effects on the target and the possible sanctions (both in school and by law enforcement) for this kind of behaviour.	<input type="checkbox"/>
A statement outlining the school's responsibility to keep up to date with the internet technologies being used by students both within and outside of school.	<input type="checkbox"/>

Sanctions and monitoring

<i>The anti-bullying policy should include:</i>	
The school's bullying reporting procedure.	<input type="checkbox"/>
The different sanctions that will be used for varying levels of behaviour.	<input type="checkbox"/>
A statement outlining when the school may need to contact the police – e.g. if a serious physical attack has taken place on school grounds.	<input type="checkbox"/>
A statement outlining when the school may need to contact external agencies in response to a child safeguarding concern— e.g. the Social Services.	<input type="checkbox"/>
The additional learning or emotional support that is available for the bullied and bullying student both internally and externally.	<input type="checkbox"/>
How the school records bullying incidents, and how it monitors and responds to these records.	<input type="checkbox"/>
How the school involves the parent/carer of a bullied student in responding to individual incidents, in addition to monitoring and communicating the long term progress of their child.	<input type="checkbox"/>
How the school involves the parent/carer of a bullying student in responding to a complaint, in addition to monitoring and communicating the long term behaviour of their child.	<input type="checkbox"/>

Early intervention and preventative methods

<i>The anti-bullying policy should include:</i>	
Reference to the Home School Agreement – which should be circulated and signed by both parents/carers and students (most appropriate for secondary schools).	<input type="checkbox"/>
The methods in place to communicate and reiterate school behaviour policies and sanctions throughout the year to students and parents/carers.	<input type="checkbox"/>
Anti-bullying activities within assemblies and across the curriculum.	<input type="checkbox"/>
The school's involvement in external initiatives or events such as Anti-Bullying Week.	<input type="checkbox"/>
The techniques used within the school to promote positive behaviour, peer support and the celebration of diversity – e.g. reward schemes for good behaviour.	<input type="checkbox"/>
How the school educates its students on the importance of reporting bullying and not being a bystander.	<input type="checkbox"/>
The techniques used by teachers to cultivate self-esteem, social skills and the emotional development of their students.	<input type="checkbox"/>
The supervision available during breaks, lunch and before and after school for students at risk of bullying.	<input type="checkbox"/>

Review and staff development

The anti-bullying policy should include:

How often the school reviews the anti-bullying policy and how it involves the governors, school management team, students and parents/carers in this process. (An annual review is recommended.)	<input type="checkbox"/>
How the school ensures that the anti-bullying policy is properly and consistently implemented by all staff.	<input type="checkbox"/>
How the school ensures that all staff are given relevant, up to date training to allow them to confidently prevent, intervene in, and sanction bullying behaviour that is appropriate to their role.	<input type="checkbox"/>
A statement outlining how the school responds to complaints/concerns about its anti-bullying procedures, and its responsibility to adapt policies accordingly when appropriate.	<input type="checkbox"/>