

Rationale

The Write Time is opposed to bullying and will not tolerate bullying in any form. It is entirely contrary to the values and principles we work and live by. All staff and students of The Write Time have a right to work in a secure and safe environment.

We recognise that bullying is corrosive to students' well-being, and their mental and physical health and is detrimental to everyone at The Write Time.

We also recognise that the response to bullying should not be just punitive towards the perpetrator but also explore the reasons behind the behaviour and aim to prevent reoccurrence by dealing with the underlying issues through a restorative approach. This should also aim to develop the emotional intelligence and the empathetic skills of the bully. In the long term, we believe this will lead to a more permanent and constructive solution to the problem.

Mission Statement

The Write Time actively promotes positive interpersonal relations between all young people accessing the services of The Write Time.

The latest DfE advice - Preventing and Tackling Bullying was updated in July 2026. Within the advice, the DfE is clear that schools will be accountable through the current Ofsted framework and schools should be able to demonstrate the impact of anti-bullying policies.

The Write Time Principles

- Discuss, monitor and review our Anti-Bullying policy regularly¹
- Support staff to promote positive relationships and identify and tackle bullying appropriately
- Ensure that students are aware that all bullying concerns will be dealt with sensitively and effectively; that students feel safe to learn; and that students abide by the anti-bullying policy.
- Report back to parents/carers regarding their concerns about bullying and deal promptly with complaints. Parents/carers in turn work with the school to uphold the anti-bullying policy
- Seek to learn from good anti-bullying practices elsewhere and utilise support from the Local Authority and other relevant organisations when appropriate

The Write Time has an enduring interest in the welfare and conduct of its students and will respond positively to any information it receives about bullying outside The Write Time premises.

Definition of Bullying

Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally. Bullying can take many forms (for instance, cyber-bullying via text messages, social media or gaming, which can include the use of images and video) and is often motivated by prejudice against particular groups, for example on grounds of race, religion, gender, sexual orientation, special

¹ 'Regularly' in this context means as a minimum annually, but amendments will be expected more frequently than this through staff training and development

educational needs or disabilities, or because a child is adopted, in care or has caring responsibilities. It might be motivated by actual differences between children, or perceived differences.

Bullying can include (but is not limited to): name calling, taunting, mocking, making offensive comments, kicking, hitting, taking belongings, inappropriate text messaging and electronic messaging (including through websites, social networking sites and instant messenger), sending offensive or degrading images by phone or via the internet, producing offensive graffiti, gossiping, excluding people from groups and spreading hurtful and untruthful rumours.

Forms of bullying Covered by this Policy

Bullying can happen to anyone. This policy covers all types of bullying including:

- Bullying related to race, religion or culture
- Bullying related to special educational needs
- Bullying related to appearance or health conditions
- Bullying related to sexual orientation
- Bullying of young carers or looked after children or otherwise related to home circumstances
- Sexist or sexual bullying
- Cyber bullying (Update with new recommendations – See appendices: Preventing and Tackling Bullying)

Links with other The Write Time Policies

Safeguarding and Child Protection, Behaviour Policy, Acceptable use of the Internet Policy

Preventing, Identifying and Responding to Bullying

Ms Lana Philippon (Headteacher) will have overall responsibility for student relations – with a focus on bullying, and will support all staff to:

- Work with staff and outside agencies to identify all forms of prejudice-driven bullying
- Actively provide systematic opportunities to develop students' social and emotional skills, including their resilience
- Consider all opportunities for addressing bullying including through the curriculum, through displays, through peer support and using Choice Theory.
- Train all staff² to identify bullying and follow our policy and procedures on bullying
- Actively create 'safe spaces'³ for vulnerable children and young people
- Incidents will be recorded electronically using Arbor and CPOMS MIS, allowing staff to identify trends and to focus our measures and resources appropriately
- Deal with bullying in a way that looks at the underlying causes as well the particular incidents

² Through internal CPD and Safeguarding Level 2 training

³ The Write Time's 'safe spaces' are the external areas, and students are aware that they can request to go outside at any time and request advice, guidance, a 'time out', and support from key personnel.

Involvement of Students

We will:

- Regularly monitor children and young people's views on the extent and nature of bullying
- Ensure students know how to express worries and anxieties about bullying
- Include bullying as a standing item on the team meeting agenda⁴
- Ensure all students are aware of the range of sanctions which may be applied against those engaging in bullying
- Involve students in anti-bullying campaigns
- Challenge bullying through restorative approaches, using Choice Theory
- Publicise the details of helplines to students and their families.
- Offer support to students who have been bullied
- Work with students who have been bullying in order to address the problems they have.

Liaising with Parents and Carers

We will:

- Ensure that parents/carers know whom to contact if they are worried about bullying.
- Ensure parents know about our complaints procedure and how to use it effectively.
- Ensure parents/carers know where to access independent advice about bullying.
- Work with parents and the local community to address issues beyond the school that give rise to bullying.

Links with Other School Policies and Practices

This policy links with a number of other policies, practices and action plans including:

- Complaints Policy
- Behaviour Policy
- Confidentiality Policy
- The recording of incidents

Monitoring and Review, Policy into Practice

We will review this policy at least annually as well as if incidents occur that suggest the need for review. We use the guidance by the DfE and the Anti-Bullying Alliance to inform its action planning to prevent and tackle bullying.

Responsibilities

This policy ensures that everyone understands that bullying is not tolerated and understands the steps that will be taken to both prevent and respond to bullying.

Appendix 1

⁴ From March 2016

Sources of Information and Support

Anti-Bullying Alliance (ABA) 020 78431901 <http://www.antibullyingalliance.org>

National Healthy Schools Programme, 0844 800911, <http://www.healthyschools.gov.uk>

Ofsted <https://ofsted.gov.uk>

Actionwork 01934 815163 <http://www.actionwork.com>

Advisory Centre for Education, 0808 8005793, <http://www.ace-ed.org.uk>

Britkid <http://www.britkids.org>

Bullying Online <https://www.familylives.org.uk/>

ChildLine, 0800 1111, <http://www.childline.org.uk>

Children's Legal Centre, 0800 7832187, <http://www.childrenslegalcentre.com>

Commission for Racial Equality, 020 79390000, <https://www.gov.uk/government/organisations/commission-for-racial-equality>

Diana Princess of Wales Memorial Award for Young People, 0845 3372987, <http://www.diana-award.org.uk>

Educational Action Challenging Homophobia (EACH), 0808 1000143, <http://www.eachaction.org.uk>

Education for All, 020 75931851, <http://www.stonewall.org.uk/educationforall>

Kidscape, 020 77303300, <http://www.kidscape.org.uk>

Leap Confronting Conflict, 020 72725630, <http://www.leapconfrontingconflict.org.uk>

Mencap, 020 74540454, <http://www.mencap.org.uk>

National Autistic Society, 0845 0704004, <https://www.autism.org.uk>

National Children's Bureau, 020 78436000, <http://www.ncb.org.uk>

National Society of Prevention of Cruelty to Children (NSPCC), 020 7825 2500, <http://www.nspcc.org.uk>

Parenting Programmes Alliance, 0808 800 2222, <http://www.parentlineplus.org.uk>

Stonewall: 020 75931850 or the free info line: 08000 502020, <http://www.stonewall.org.uk>

Teachers TV, <http://www.teachers.tv>

Victim Support, 0845 3030900, <http://www.victimsupport.org.uk>

Young minds, 08088025544, <http://www.youngminds.org.uk>

Preventing and Tackling Bullying 2026 - <https://www.gov.uk/government/publications/preventing-bullying>