



**Atlantic Academy**  
Part of Athena Learning Trust



**Bideford College**  
Part of Athena Learning Trust

# **Atlantic Academy & Bideford College Anti-bullying Procedure**

Reviewed by: Board  
Last reviewed: March 2026  
Next review date: March 2027  
Review period: Annual  
Version: 1.2



Atlantic Academy & Bideford College are committed to creating a safe, caring, and respectful environment for all students and staff. Bullying of any kind is unacceptable and will not be tolerated. This Anti-Bullying Procedure outlines the steps we take to prevent, address, and resolve bullying incidents, and all governors and staff of the school must abide by this procedure in conjunction with the Student Welfare procedure and Home School Agreement.

It is the responsibility of the local governing body and Principal of the school to ensure that their school and its staff adhere to this procedure. In implementing this procedure, school staff must take account of any advice given to them by the headteacher or principal.

This procedure is subject to the Athena Learning Trust Student Welfare Policy and the Scheme of Delegation approved for the school. In case of any ambiguity or conflict, the Athena Learning Trust Student Welfare Policy, Scheme of Delegation, and any approved modifications or restrictions take priority. For interpretation questions or doubts, consult the headteacher or principal.

### **Preventative measures**

It is the responsibility of the School to take measures to prevent bullying happening in the first place through measures such as:

1. Implementing educational programmes for students, staff, and parents on recognising and preventing bullying and;
2. Promoting open communication among students, staff, and parents to report bullying and;
3. Encouraging positive behaviour through recognition and rewards.

### **Definition**

Bullying is defined as a campaign of action intended to intimidate, taunt or humiliate an individual or group; or a campaign that results in the individual being intimidated, taunted or humiliated. This action can be physical, verbal, emotional, or cyber in nature.

**Bullying can take place anywhere. Because bullying is complex and is often carried out subtly, it may take place in our classrooms.**

Bullying may include:

- Physical violence
- The threat of physical violence
- Damage to personal property
- Cyber bullying
- Verbal taunts or insults about the individual or that individual's family and home life
- Insulting comments about someone's race, religion, culture, gender, sexuality or beliefs
- Mocking the beliefs and values of an individual or religious or social group

- Taunting about physical characteristics
- Taunting about an individual's desire to learn or their abilities
- Deliberately passing on comments about an individual
- Deliberately making a situation between individuals or groups worse by comments, inaccurate comments and inaccurate accounts of events or actions
- Deliberately undermining the work and efforts of an individual or group
- Deliberate isolation of an individual or group
- Intimidation of an individual by comment, gesture or look

The Home-School Agreement contains various promises that students make in respect of anti-bullying. These include:

- Not tolerate bullying or harassment of any kind.
  - Not pass by if I see someone being bullied but report it immediately to a member of staff.
  - Not join in fights or disturbances but report them immediately to a member of staff.
  - Not tolerate cyber-bullying via social networking sites, texts, or any other messaging site.
  - Not judge others on their appearance or the way they speak.
  - Be accepting of others regardless of race, culture, religion, sexual orientation, gender or disability.
  - Not interfere with other people's property.
  - Listen to and respect other people's opinions.
  - Talk politely.
  - Remember that everyone matters - including ourselves.
- All members of the school community have the right to learn and work free from intimidation and fear.
- All bullying the school is made aware of will be investigated promptly, thoroughly and action taken. That action will be consistent with the school's Behaviour Policy.
- All incidents will be recorded as soon as possible and within 24 hours, and depending on the seriousness of the case, may be reported to the Principal.
- The action taken will be decided by the school in consultation with those affected and parents/carers of the affected, including victims, and, where appropriate, with the bully/bullies and parents/carers of the bully/bullies.
- Parents/carers of all those directly involved will be informed or consulted by the school.
- The Anti-Bullying Procedure is part of the work by the school to stop bullying and will be supported by work in Personal Social Health Education (PSHE) and Philosophy & Ethics.

- Any member of staff who suspects or witnesses bullying will inform a member of the safeguarding/pastoral team at the first opportunity. The member of staff should also complete a record of concern on the day of the incident.
- If the incident involves a breach of the Equalities Policy (e.g. issues of a racist nature, homophobia or of a sexist nature) it should be brought to the attention of the Designated Safeguarding Lead.
- The Trust believes students should be able to enjoy using social media in a safe environment but recognises that there are inherent threats in using social media which could harm the welfare of students and staff at its academies. Where a member of staff has reasonable grounds to suspect that a student is using social media in an inappropriate way, which could cause harm to another person in the Trust community, the member of staff should report this to the DSL. Following any such report an investigation will follow during which an authorised member of staff may ask that the student gives them access to their social media account. In the event that the student refuses to cooperate and will not give access to an authorised member of staff during an investigation, this could lead to an adverse decision taken against the student.

#### **Possible responses to incidents of bullying**

- Statements taken from all concerned
  - Victims counselled and offered referral to outside agencies
  - Parents/carers of victim/s informed or contacted
  - Possible suspension of bully/bullies
  - Parents/carers of bullies informed of suspension
  - Bullies warned of serious nature of bullying
  - Groups who have witnessed or colluded in bullying spoken to
  - Accounts to be placed on the files of victims/bullies and others involved
  - Teachers of relevant groups and individuals to be made aware of the situation.
- If the bullying continues, then this will be considered as a serious breach of school conduct and sanctions will be deployed in line with the school's Behaviour Policy, which may include permanent exclusion.