**How to write an anti-bullying policy – Simple Guide**

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**Just follow the steps below, you will have a comprehensive and easy to follow document.**

**School of Kindness – Anti bullying Policy**

1. Start your policy with your statement of intent i.e. School of Kindness ensures that all of our pupils can learn in an environment where they feel safe, happy and secure, and can form happy and supportive friendships. This could include 2 or more principles. You should also mention here a child friendly version you have also written with the young people.

2. Now indicate your links between this policy and other policies i.e. Behaviour, Child Protection, Safeguarding, Equality, Inclusion, E-Safety and Acceptable Use Policy (IT).

3. Who is this policy for? What do you want this policy to achieve? Who wrote/approved this policy? (Anti-bullying Focus Group)

4. Write your school/organisation’s definition of bullying. Mention the difference types of bullying – physical, verbal, emotional and cyber. Also mention bullying which is related to – SEN, race, religion, culture, health conditions, disabilities, sexual orientation, sexist or sexual bullying, home or family. Bullying from staff, parents or pupils, all are not acceptable.

5. Now explain how pupils/young people, staff and parents can report alleged bullying incidents. Include a flowchart to show how incidents would be dealt with. How would incidents be dealt with and how would this inform future good practice. Would remedial work take place and how? Describe sanctions available.

6. How would surveys and monitoring involving the whole school community help with your anti-bullying strategies? How often will the policy be reviewed by your focus group?

7. Ensure that your policy now identifies staff and governors with special anti-bullying responsibility. What is the Head Teacher’s responsibility?

8. How will this policy improve the school ethos and attainment? Outline peer led initiatives and responsibilities. How does the school/organisation promote equality and celebrate differences? How will you raise awareness about bullying?

9. Include strategies to improve bullying prevention in all areas of the school including toilets, corridors, during lessons and journeys to and from school, school trips.

10. Embed bullying prevention into the curriculum, how will this be achieved?

11.What are the signs that someone is being bullied?

12. How are staff trained to identify bullying including cyber bullying, and to help victims who either report bullying or are showing signs of being bullied? How are staff trained to deal with serious incidents?

13.Outline the responsibility of other children to help each other, look out for bullying and not be involved as bystanders. 14. Describe how responses by staff need to be sensitive to ensure that the situation is not made worse and that SEN or family difficulties are taken into account.

14. Describe how staff would report to parents of both perpetrator and victim and how school and families will work together to resolve issues.

15. Describe support and after care for both perpetrators, victims and parents/carers.

16. Ensure that all consultation on this policy has been inclusive and involved all stakeholders including young people and their parents/carers.

17. Date of next review of anti-bullying policy.