



Anti-Bullying Policy 26-27

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Contents

1. GUIDANCE CONTEXT	3
2. STATUTORY DUTY OF SCHOOLS	3
3. DEFINITION	3
4. REASONS FOR BULLYING	4
The effects of bullying	4
5. CYBER BULLYING AND E-SAFETY	4
6. BULLYING IN THE WORKPLACE	6
7. PREVENTION OF BULLYING AT TAVISTOCK COLLEGE	6
8. REPORTING AND RESPONDING TO INCIDENTS OF BULLYING	6
Reporting:.....	6
Responding: Tiered escalation approach	8
Anti-bullying communication Anti-bullying Warning 1 :	8
Anti-bullying Warning 2:	9
Anti-bullying Warning 3:	9
9. SUPPORT FOR THE INDIVIDUALS INVOLVED	9
10. BULLYING OUTSIDE OF THE SCHOOL PREMISES	9
11. EVALUATING OUR GUIDANCE.....	11
12. REFERENCES	11
13. APPENDIX-Letter templates	12



1. GUIDANCE CONTEXT

Tavistock College is committed to providing a safe, healthy and supportive school environment that values diversity. All members of the community have the right to a learning and work environment free from intimidation, humiliation and hurt. We all share a responsibility to foster, promote and restore relationships. We believe that bullying and/or harassment is unacceptable and all share a responsibility in preventing it. We reject ideas, beliefs and behaviours that marginalise or victimise individuals or groups. This includes all protected characteristics as per the Equality Act of 2010.

Our staff know student learning is optimised when they experience safe and trusting relationships. Students who feel secure are more likely to be active participants in their learning and to achieve better physical, emotional, social and educational outcomes. Teachers who feel valued and supported are more likely to engage positively with students and build stronger relationships within the school community.

2. STATUTORY DUTY OF SCHOOLS

All schools must have measures in place to prevent all forms of bullying. Section 89 of the Education and Inspections Act 2006 provides that maintained schools must have measures to encourage good behaviour and prevent all forms of bullying amongst pupils. These measures should be part of the school's behaviour policy which must be communicated to all pupils, school staff and parents.

This guidance has been drawn up by the College in consultation with students, staff and the LSB. It has been written in conjunction with Department of Education (DfE) guidance, '[Preventing and tackling bullying](#)' July 2017. It is also linked to Relationships and Sex Education (RSE) and Health Education guidance; Respectful relationships.

3. DEFINITION

Tavistock College uses the Anti-bullying Alliance (ABA) definition of bullying which describes bullying as:

Bullying is the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. It can happen face to face or online. (ABA, 2021)

TYPE OF BULLYING	DEFINITION
Emotional	Being unfriendly, excluding, tormenting
Physical	Hitting, kicking, pushing, taking another's belongings, any use of violence
Racial	Racial taunts, graffiti, gestures
Sexual	Explicit sexual remarks, display of sexual material, sexual gestures, unwanted physical attention, comments about sexual reputation or performance, or inappropriate touching



Direct or indirect verbal	Name-calling, sarcasm, spreading rumours, teasing
Cyber-bullying	Bullying that takes place online, such as through social networking sites, messaging apps or gaming sites
Verbal	name calling, sarcasm, spreading rumours, threats, teasing, belittling

4. REASONS FOR BULLYING

Some reasons why children might bully someone include:

- They think it's fun, or that it makes them popular or cool
- They feel more powerful or important, or they want to get their own way all the time
- They feel insecure or lack confidence or are trying to fit in with a group
- They are fearful of other children's differences
- They are jealous of another child
- They are unhappy
- They are copying what they have seen others do before, or what has been done to them.

The effects of bullying

All forms of bullying cause psychological, emotional and physical stress. Each child's response to being bullied is unique, however some signs that may point to a bullying problem are:

- depression and anxiety
- increased feelings of sadness, helplessness, decreased self-esteem and loneliness
- loss of interest in activities they used to enjoy
- unexplainable injuries
- lost or destroyed clothing, books, electronics, or jewellery
- frequent headaches or stomach aches, feeling sick or faking illness
- changes in eating habits, like suddenly skipping meals or binge eating.
Children may come home from school hungry because they did not eat lunch
- difficulty sleeping or frequent nightmares
- declining grades, loss of interest in schoolwork, or not wanting to go to school
- sudden loss of friends or avoidance of social situations
- self-destructive behaviours such as running away from home, harming themselves, or talking about suicide.

5. CYBER BULLYING AND E-SAFETY

Bullying can also take place via electronic devices, such as phones. The Education Act 2011 amended the power in the Education Act 1996 to provide that when an electronic device, such as a mobile phone, has been seized by a member of staff who has been formally authorised by the Headteacher, that staff member can examine data

or files, and delete these, where there is good reason to do so. This power applies to all schools and there is no need to have parental consent to search through a young person's mobile phone.





6. BULLYING IN THE WORKPLACE

Incidents, where it has been deemed that a member of staff has been bullying a child, will be taken very seriously. The principal, with the support of the LSB, will deal with this; formal action will be taken where necessary. Such action will also be taken if it is deemed that a member of staff is bullying other members of staff.

In the event of the principal being involved in such incidents, reports will be given immediately to the chair of governors who will also take formal action where necessary.

7. PREVENTION OF BULLYING AT TAVISTOCK COLLEGE

With regards to prevention of bullying, we have the following things in place:

- As part of the behaviour and conduct policy the College Charter outlines to our students' expectations which are highly visible around the school, including classrooms, support rooms, displays in corridors.
- **Character education assemblies** occur half-termly with each year group throughout the academic year. The aim of these assemblies, led by the Head of Year and Senior Leadership Team based on the school's key values. The Character education informs our students about their choices and why these are important, as well as explaining why we have the rules in place. It's important that our students are taught through this that being kind to each other is a simple thing to do and promotion of this through assemblies and our lessons
- **Staff training** specifically working on reporting spotting signs of bullying, reviewing bullying data, supporting victims of bullying but also developing understanding on strategies to support bystanders of bullying. Safeguarding updates are shared with staff Bi-weekly and are recorded so that all staff can access them.
- Awareness raised through our personal development curriculum
- **Active duty supervision** by staff at the start of school, during the school day, at social time and at the end of the school.
- To prevent situations **escalating quickly**, we encourage students and parents / carers to report and raise concerns as soon as possible (via methods explained in the next section)
- We encourage parent / carers to have a role in **actively supervising their child's use of social media online** and reporting incidents which they are concerned about (for further support in how to do this refer to the links on our website).
- Working with **outside agencies** around universal and targeted interventions around specific incidents (e.g. hate crime)

8. REPORTING AND RESPONDING TO INCIDENTS OF BULLYING

This section of our Guidance also outlines how students can report incidents and how staff members respond to incidents of bullying.

Reporting:

There are a number of different ways to report an incident of bullying. All of these ways are explained to students regularly during assemblies:

- Students verbally or via written communication methods report via a member of staff at the school. This could include the student's form tutor, a member of staff on duty, Head of Year,

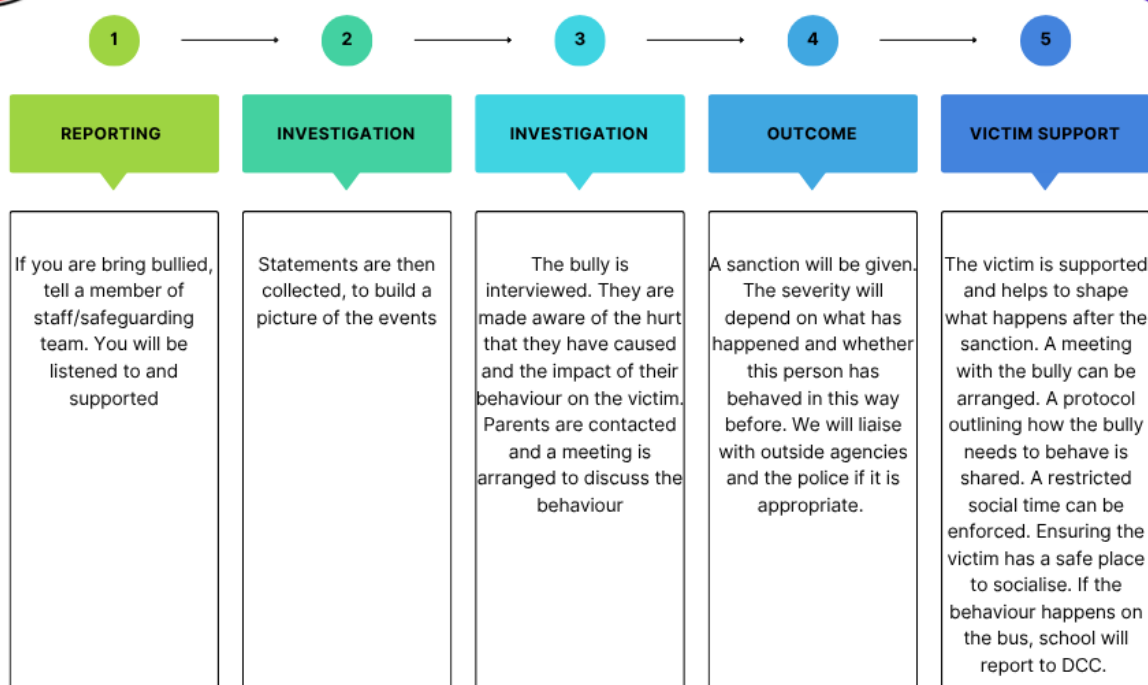


class teacher, support staff or member of the Safeguarding and Senior Leadership Teams. Safeguarding and pastoral team posters are displayed around the college as well as computer desktops and assemblies.

- Parent / carer to report to any member of staff at the school via phone or email
- A peer to report it to the student's form tutor or another member of staff. If it is taking place during a lesson, we encourage the student's class teacher to be informed as soon as possible and take action (see below)
- The student or parent can use the 'Need to Talk' link email address to anonymously report any bullying.
- A [Bullying, prejudice and hate incident form](#) is completed and sent to Devon County Council for any confirmed incidents of bullying

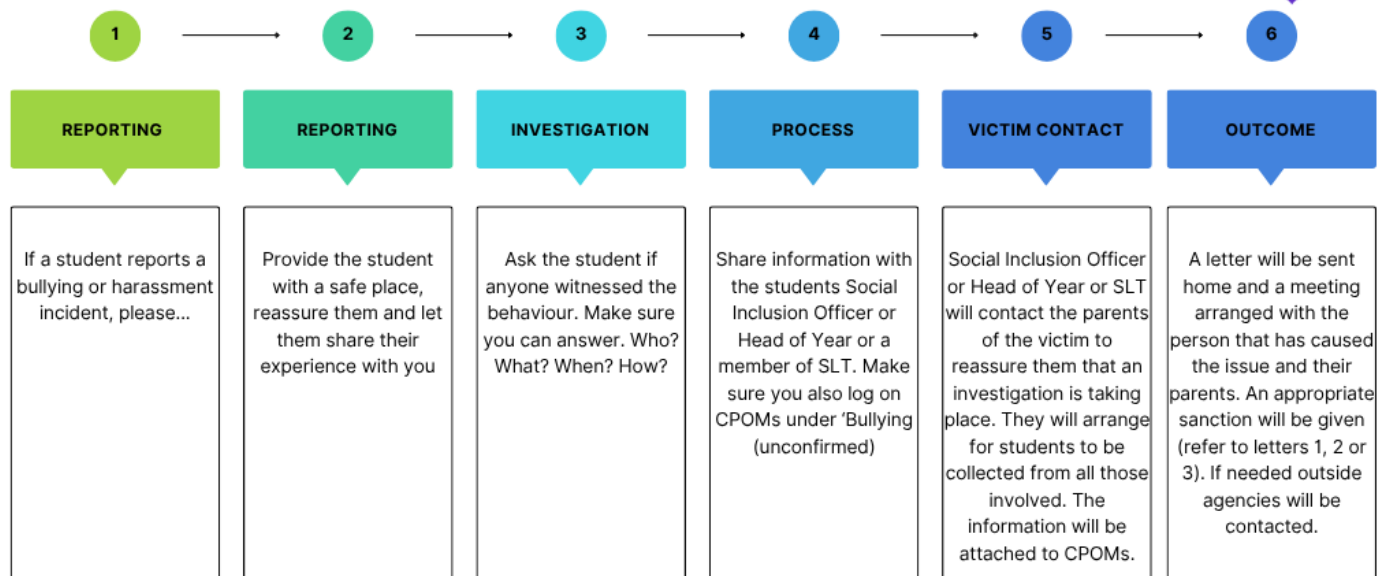


Bullying: Flow chart for students





Responding: Flow chart for staff



We have a **tiered escalation approach** for dealing with bullying when it occurs. This is combined with intervention to stop the problem and educate the offender (or bully if this is a *repeated* event), as well as support for the victim.

Responding: Tiered escalation approach

Tavistock College takes bullying seriously and endeavours to help students to resolve disputes but will sanction when required.

- Incidents between students is logged on Arbor/CPOMs via the flowchart above
- Head of Years raise concern where there are *repeated incidents* (more than one) between the same individuals / groups of individuals
- Heads of Year keep a list of these students for tracking purposes
- If any further incidents (the **third** onwards) take place the following warnings and actions will take place.

Anti-bullying

Anti-bullying Warning 1 :

- Reported on Arbor as 'Bullying 1' (with a note, e.g. verbal) and the issue will be escalated to an Anti-Bullying Warning 1 letter
- Letter sent to parents / carers and the student informing them of this first warning. The letter



invites the parents / carers and the student to a meeting

- Internal Isolation (1 day)
- Conversation with students, meeting with parents in school with Head of Year
- An intervention to take place via the pastoral team and intervention uploaded to Arbor
- [Bullying, prejudice and hate incident form](#) completed and sent to Devon County Council

Anti-bullying Warning 2:

- Reported on Arbor as 'Bullying 2' (with a note, e.g. verbal) and the issue will be escalated to an Anti-Bullying Warning 2 letter
- Letter sent to parents / carers and the student informing them of this second warning. The letter invites the parents / carers and the student to a meeting
- Meeting with parents in school with Head of Year
- Internal Isolation (2 days)
- A contract is drawn up between the student and the school
- Problem solving and other options such as changing timetables / supportive schooling during social times etc.
- A further intervention to take place via the pastoral team considering any external agencies which could also further support
- A further [Bullying, prejudice and hate incident form](#) completed and sent to Devon County Council

Anti-bullying Warning 3:

- Fixed term exclusion is actioned under the category 'bullying' and also recorded on Arbor as 'Bullying 3' (with a note, e.g. verbal)
- Letter sent to parents / carers and the student informing them of this third and final warning. The letter invites the parents / carers and the student to a meeting following the exclusion
- Meeting with parents in school with Head of Year and SLT present
- Next steps from this point would be further escalated exclusions and discussions with the Devon County Council Inclusion Team regarding a managed move/ Off site direction. A final warning will be issued with the support of the governing body that any further incidents will result in a permanent exclusion
- A further [Bullying, prejudice and hate incident form](#) completed and sent to Devon County Council

9. SUPPORT FOR THE INDIVIDUALS INVOLVED

- Access to a **range of services in school** including coaching sessions with pastoral team, restorative conversations, referrals to support services such as Tavistock Youth Café and CATALYST
- Supportive schooling area providing **education** for the bully including specific work around the reason for the bullying or nature of the bullying
- Clear flowcharts and further resources on our website (Under the Safeguarding section)
- Work with the [Anti Bullying Alliance](#)
- We have close communication with our local police station and can liaise with our PCSOs/ Youth Intervention Team

10. BULLYING OUTSIDE OF THE SCHOOL PREMISES

Bullying can occur outside school and college gates and on journeys to and from school. The school

can intervene in such cases. Whilst schools do not have jurisdiction over bullying that occurs off the premises out





of school hours, where it affects the learning and wellbeing of young people in college we will intervene as appropriate.

Bullying can be by pupils from our own school, by pupils from other schools or by people who are not at school at all. Where a pupil or parent / carer tells us of bullying off the school premises we will:

- Intervene to address the issues where appropriate
- Talk to pupils about how to avoid or handle bullying outside of school.
- Talk to the transport company about any problems on buses.
- Talk to the police where appropriate.

11. EVALUATING OUR GUIDANCE

We will evaluate the impact of our anti-bullying guidance using the following measures:

1. By recording and monitoring the number of incidents that are reported to staff over a given period
2. Through pupils' perceptions of bullying in schools through structured discussions in lesson time, through student voice activities
3. We will investigate patterns of absence to ensure that children are not absent from school due to fear of being bullied
4. By recording and responding to any complaints and compliments that we receive from parents and carers.
5. By reviewing this guidance annually to assess its implementation and effectiveness.

12. REFERENCES

Anti-Bullying Alliance (2021) Our definition of bullying. Available at: <https://anti-bullyingalliance.org.uk/tools-information/all-about-bullying/understanding-bullying/definition>.

Department for Education (2017) Preventing and tackling bullying: Advice for headteachers, staff and governing bodies. Available at: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/623895/Preventing_and_tackling_bullying_advice.pdf.

Healthy Schools (2008). Anti-Bullying Guidance for Schools. Available at: <https://www.london.gov.uk/what-we-do/health/healthy-schools-london/awards/sites/default/files/Anti%20Bullying%20-%20Guidance%20for%20Schools.pdf>

Teaching online safety in schools Available at: [Teaching online safety in schools - GOV.UK \(www.gov.uk\)](https://www.gov.uk/teaching-online-safety-in-schools)



13. APPENDIX-Letter templates

Warning Letter 1

Dear [Parent's Name],

As I explained in my phone call to you on [Date], I am writing to inform you that [Student's Name] has been issued with Anti-Bullying Warning 1 as part of our Anti-Bullying Policy.

Tavistock College uses the Anti-Bullying Alliance (ABA) definition of bullying, which describes bullying as:

Bullying is the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. It can happen face to face or online.

As part of this warning and in line with policy, we would like you to attend a meeting with myself on the school site on [Date & Time]. At this meeting, we will organise for the following actions to take place:

- 1-day internal Isolation
- Support for [Student's Name], which will take place via the year team as an anti-bullying intervention

We will also need to complete a Devon County Council Bullying, Prejudice & Hate Incident Form, which is a statutory requirement when we have incidents of bullying.

We would welcome support for [Student's Name] to prevent any further incidents, which we can discuss during our meeting on [Date & Time].

Yours sincerely,
[Your Name]
Head of Year [Year Group]

Warning letter 2

Dear [Parent's Name],



As I explained in my phone call to you on [Date], I am writing to inform you that [Student's Name] has now been issued with Anti-Bullying Warning 2 as part of our Anti-Bullying Policy.

Tavistock College uses the Anti-Bullying Alliance (ABA) definition of bullying, which describes bullying as:

Bullying is the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. It can happen face to face or online.

As part of this warning and in line with policy, we would like you to attend a meeting with myself on the school site on [Date & Time]. At this meeting, we will organise for the following actions to take place:

- 2 day internal Isolation
- A contract to be drawn up between the student and the school regarding [Student's Name]'s conduct
- Problem solving and other options such as changing timetables or supportive schooling during breaks, etc., for prevention work
- Support for [Student's Name], which will take place via the year team, considering any external agencies which could also further support
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We will also need to complete a Devon County Council Bullying, Prejudice & Hate Incident Form, which is a statutory requirement when we have incidents of bullying.

We would welcome support for [Student's Name] to prevent any further incidents, which we can discuss during our meeting on [Date].

Yours sincerely,
[Your Name]
Head of Year [Year Group]

Warning letter 3

Dear [Parent's Name],

As I explained in my phone call to you on [Date], I am writing to inform you that [Student's Name] has been issued with Anti-Bullying Warning 3 as part of our Anti-Bullying Policy.



Tavistock College uses the Anti-Bullying Alliance (ABA) definition of bullying, which describes bullying as:

Bullying is the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. It can happen face to face or online.

As part of this warning and in line with policy, we would like you to attend a reintegration meeting with myself on the school site on [Date & Time]. At this meeting, we will organise for the following actions to take place:

- Fixed-term exclusion issued
- Discussions with Devon County Council Inclusion Team regarding an off-site direction
- Review of [Student's Name]'s risk assessment now that we are at this final warning for bullying

Yours sincerely

