



Winchmore  
School

learning to realise potential

# Anti-Bullying Policy



Last Reviewed:	May 2026
Next Review Date:	May 2027
Review Committee:	Educational Performance

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# Contents

Introduction and aims	3
What is Bullying and where does it happen?	3
General Principles	4
Child-on-Child Abuse	5
Child-on-child Abuse with reference to Sexual Harassment and Sexual Violence	6
What is consent?	8
Dealing with Bullying	9
Supporting the victim	9
Strategies to change the behaviour of the offender and in accordance with the School's Behaviour Policy	10
Dealing with bullying through the curriculum	10
Monitoring and evaluating	11
Anti-Bullying Code	11
What happens when there is a bullying incident - Flowchart	12
Lunch and Break Time Behaviour Code	13

# WINCHMORE SCHOOL ANTI-BULLYING POLICY

## Introduction

At Winchmore School, we wish to create a learning community in which all partnerships are based on mutual respect. All pupils have the right to enjoy their learning and leisure time free from any form of bullying or harassment. Winchmore School will not tolerate bullying of any kind, particularly in relation to persistent bullying. Pupils should support each other and report all incidents of bullying. Students are informed of the school's zero-tolerance towards bullying at whole school level through assemblies and tutor time, and this is reinforced in Relationships, Sex and Health Education (RSHE) and individual subject areas.

## Aims:

- To eliminate incidents of bullying
- To deal with bullying effectively
- To work together to create and maintain a secure, calm and healthy learning environment
- To ensure that all incidents of bullying are recorded and analysed
- To monitor and evaluate the effectiveness of the anti-bullying policy

## What is Bullying and where does it happen?

Bullying is any contact between an individual, and, or group, which is **perceived** or **intended** to cause hurt, pain, suffering or humiliation. This means that any unkind action or comment is a form of bullying, even if the action or comment was not intended to hurt.

Bullying may be direct or indirect;

- Direct forms may include physical violence and threats; verbal assaults and taunts; the destruction of property; extortion; unwanted sexual interest or contact.
- Indirect forms of bullying may include ignoring and excluding from friendship groups; malicious gossip and spreading rumours; abusive or oppressive graffiti.

Bullying may happen anywhere at any time;

- Mainly outdoors, often in playgrounds, but also in corridors and in toilets
- It can happen when students are not fully supervised. This could include travelling to and from school
- During out of school trips and visits.

Winchmore School takes all forms of bullying seriously and is particularly concerned to take action in relation to any incidents which involve disability, additional needs gender, homophobia, racism and, or sexism. The school is equally concerned to take action in relation to any incidents which involve on-line (often referred to as cyber) bullying.

On-line bullying happens when someone uses information and communication technologies to cause hurt, pain, suffering or humiliation, or create environments that encourage such behaviour. There are a number of contexts in which this can happen. On-line bullying can occur via, for example, social media/networking sites, ('stranger danger'), forums, gaming sites, YouTube, instant messenger environments, live streaming sites and email. On-line bullying can, for example, come in the form of defamatory or false information on websites/blogs/social media platforms/messenger services, hacking and/or hacking into email and social media accounts and passwords, posting defamatory/inappropriate images and videos, sexual harassment and stalking. (This list is not exhaustive.)

*(Please refer to the Winchmore School E-Safety Policy)*

**Examples of bullying may include the following behaviour or actions, particularly if persistent:**

- Hitting, hurting and fighting
- Name-calling (including racist, sexist and homophobic comments)
- Gossiping
- Spreading rumours
- Harassment, including sexual harassment
- On-line bullying (see above)
- Threatening people, extortion
- Teasing and mimicking
- Excluding people from a group
- Making people feel unwelcome
- Stealing, hiding or damaging property

Pupils who are being bullied may show changes in behaviour, such as:

- Becoming shy and nervous
- Lacking concentration
- Changes in learning, behaviour, progress or achievement
- Feigning illness
- Taking unusual absences or truanting from lessons or from school
- Displaying needy behaviour
- Mood swings
- Changes in usual routine or way of working

All members of the school community must report incidents of bullying which includes suspected incidents of bullying, or unusual behaviour which may be the result of bullying. This is highlighted in our Child Protection training and procedures.

### **General Principles**

- The school's anti-bullying policy has a high profile across the school and at all levels
- Winchmore School is an anti-bullying school; bullying will not be tolerated
- We work in partnerships based on mutual respect and we value and respect everyone equally

- Our curriculum includes opportunities to discuss preventative approaches to bullying
- The response to incidents of bullying will be made and seen to be made quickly; action will be taken to support the person being bullied and to change bullying behaviour of the perpetrator. (See anti-bullying action flow chart on page 12)

## **Implementation**

The anti-bullying policy will be implemented through:

- Consulting and informing staff and pupils about our anti-bullying policy
- Providing opportunities for pupils to behave positively
- Staff/adults in school being positive role models
- Promoting anti-bullying through anti-bullying assemblies
- Addressing anti-bullying themes in Tutor Time and RSHE e.g. friendship, conflict, trust, power
- Encouraging group tasks and discussion on anti-bullying strategies in Tutor Time
- Promoting anti-bullying values and co-operative behaviour through the curriculum
- Discussing in the School Council and providing feedback from the pupils. This involves updating the Winchmore School Anti-Bullying Code (See page 11). This happens every year
- Support for pupils on reparation, mediation and peer mentoring to combat bullying
- Training for all staff at Winchmore School offered, in order to establish a common understanding within the school and the need for vigilance
- Anti-bullying posters displayed throughout the school
- On-line bullying component included in ICT lessons
- Arranging more activities for students, especially at lunchtime, so that they can use their free time positively and productively (See break time and lunchtime behaviour code on page 13)

## **Child-on-Child Abuse (sometimes referred to as Peer-on-Peer Abuse)**

All Winchmore staff should be aware that children can abuse other children (often referred to as child-on-child abuse), and that it can happen both inside and outside of school and on-line. All staff should be clear as to Winchmore School's policy and procedures with regard to child-on-child abuse and the important role they have to play in preventing it and responding where they believe a child may be at risk from it.

All staff should understand that even if there are no reports about bullying in Winchmore School, it does not mean it is not happening, it may be the case that it is just not being reported. As such it is important if staff have any concerns regarding child-on-child abuse they should follow the school's Child Protection Procedure as summarized at the beginning of the 'Winchmore School Day to Day Staff Handbook'.

It is essential that all staff understand the importance of challenging inappropriate behaviours between children, many of which are listed below, that are abusive in nature. Downplaying certain behaviours, for example dismissing sexual harassment as "just banter", "just having a laugh", "part of growing up" or "boys being boys" can lead to a culture of unacceptable behaviours, an unsafe environment for children and in worst case

scenarios a culture that normalises abuse leading to children accepting it as normal and not coming forward to report it.

Child-on-child abuse is most likely to include, but may not be limited to:

- Bullying (including on-line bullying, prejudice-based and discriminatory bullying)
- Abuse in intimate personal relationships between children (sometimes known as ‘teenage relationship abuse’)
- Physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (this may include an on-line element which facilitates, threatens and/or encourages physical abuse)
- Sexual violence, such as rape, assault by penetration and sexual assault; (this may include an on-line element which facilitates, threatens and/or encourages sexual violence). Consensual image sharing, especially between older children of the same age, may require a different response. It might not appear to be abusive – but children still need to know it is illegal - whilst non-consensual is illegal and abusive. UKCIS provides detailed advice about sharing of nudes and semi-nude images and videos. For further information about sexual violence see KCSIE Part 5 and Annex B.
- Sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be standalone or part of a broader pattern of abuse
- Causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party
- Consensual and non-consensual sharing of nude and semi-nude images and/or videos, (also known as sexting or youth produced sexual imagery)
- Upskirting, which typically involves taking a picture under a person’s clothing without their permission, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress, or alarm
- Initiation/hazing type violence and rituals (this could include activities involving harassment, abuse or humiliation used as a way of initiating a person into a group and may also include an online element).

### **Child-on-Child Abuse with reference to Sexual Harassment and Sexual Violence**

Winchmore School Child Protection and Safeguarding procedures are in place to provide a culture which supports students to report abuse confidently knowing their concerns will be taken seriously. Winchmore is a ‘telling and doing’ school.

Policies, particularly Child Protection, Anti-bullying, Behaviour and E-Safety are up-to-date and reflect the advice and guidance in KCSIE, Part 5 and the Sexual Violence and Sexual Harassment advice for schools. Please see Appendix of Child Protection Policy which describes how the school addresses matters relating to Sexual Harassment and Sexual Violence.

The RSHE and pastoral curriculum has a preventative approach to addressing matters relating to sexual violence and harassment which is highlighted in the School's Anti-bullying Code. (See page 11)

Staff training provides advice and guidance to staff which includes signs of abuse and the action to take. If Winchmore School receives a report of sexual violence and/ or sexual harassment that may have occurred either onsite, offsite or online then we will be guided by the stages of action outlined below.

### **Stage 1: Victim is Reassured**

- Any and all allegations will be taken seriously
- Confidentiality **MUST NOT BE** promised
- Listen to the victim, non-judgementally, do not investigate
- Report to Designated Safeguarding Lead (DSL) or Deputy DSL, or a member of the Leadership Team if DSL or Deputy DSL's are absent at the earliest opportunity and follow Child Protection Procedure (See Day to Day Staff handbook)
- All concerns, discussions, decisions and the reasoning behind decisions to be recorded on CPOMS

Senior staff to follow up in accordance with KCSIE guidance, bearing in mind that cases of sexual violence there is legal protection of the victim's identity which includes sharing information on social media and any discussion amongst pupils in the school.

### **Stage 2: Consider how to support the victim and the perpetrator**

In taking action the seriousness of the incident would need to be carefully considered and discussed with the DSL or members of the Winchmore School Leadership Team, with guidance from outside agencies as appropriate. In accordance with the School's Child Protection, Anti-bullying, Behaviour and E-Safety Policies, the following will be considered.

- Wishes and circumstances of the victim
- Any power imbalance relating to those involved in the incident
- One-off or pattern of behaviour
- Any ongoing risks relating to the incident
- Other related issues and wider context
- Ages of the children
- Developmental stage of the children

### **Key Definitions:**

Sexual Violence: For the purpose of this policy, when referring to sexual violence we are referring to sexual offences under the Sexual Offences Act 2003 as described below:

- Rape: A person (A) commits an offence of rape if: he intentionally penetrates the vagina, anus or mouth of another person (B) with his penis, B does not consent to the penetration and A does not reasonably believe that B consents.
- Assault by Penetration: A person (A) commits an offence if: s/he intentionally penetrates the vagina or anus of another person (B) with a part of her/his body or anything else, the penetration is sexual, B does not consent to the penetration and A does not reasonably believe that B consents.
- Sexual Assault: A person (A) commits an offence of sexual assault if: s/he intentionally touches another person (B), the touching is sexual, B does not consent to the touching and A does not reasonably believe that B consents.

### **What is consent?**

- Consent is about having the freedom and capacity to choose. Consent to sexual activity may be given to one sort of sexual activity but not another, e.g to vaginal but not anal sex or penetration with conditions, such as wearing a condom.
- Consent can be withdrawn at any time during sexual activity and each time activity occurs.
- Someone consents to vaginal, anal or oral penetration only if s/he agrees by choice to that penetration and has the freedom and capacity to make that choice.
- A child under the age of 13 can never consent to any sexual activity;
- The age of consent is 16 in the UK.
- Sexual intercourse without consent is rape.
- Sexual harassment means 'unwanted conduct of a sexual nature' that can occur On-line and Off-line. Sexual harassment is likely to: violate a child's dignity, and/or make them feel intimidated, degraded or humiliated and/or create a hostile, offensive or sexualised environment.

### **Sexual Harassment: Whilst not intended to be an exhaustive list, sexual harassment can include:**

- Sexual comments.
- Telling sexual stories.
- Making sexual remarks about clothes and appearance and calling someone sexualised names.
- Sexual "jokes" or taunting.
- Physical behaviour, such as: deliberately brushing against someone, interfering with someone's clothes.
- Displaying pictures, photos or drawings of a sexual nature.
- On-line sexual harassment.
- Non-consensual sharing of sexual images and videos.
- Sexualised online bullying.
- Unwanted sexual comments and messages, including, on social media.
- Sexual exploitation; coercion and threats.

## **Dealing with Bullying**

Winchmore School takes incidents of bullying very seriously. When bullying is reported it is dealt with swiftly, firmly and in an appropriate manner. See anti-bullying action flow chart on page 12.

- Action taken in response to an incident of bullying should be taken as soon as possible, not only so that the pupil feels supported, respected and valued, but also to establish exactly what is going on
- The needs and problems of both the bully and the bullied need to be taken into account
- Bullying must NEVER be ignored by a member of staff, whether it is reported to them or becomes apparent to them
- All members of staff and particularly form tutors, must remain vigilant
- All staff are expected to act as positive role models in their relationships with students and colleagues also in accordance with Winchmore School Behaviour Policy.
- No case is ever the same. Each case deserves individual consideration and response. Sensitivity and discretion are required when contacting parents and carers
- Discussion about incidents should take place in private
- If in doubt about dealing with bullying, refer to the Head of Year (HOY) or Leadership Team.

### **The following steps will be taken when dealing with incidents, or suspected incidents of bullying and in accordance with the school's Behaviour Policy:**

- The incident will be investigated and dealt with as quickly as possible initially by the member of staff who has been approached. If the incident is serious it should be referred to emergency support 'ON CALL' for follow up and assistance
- A clear account of the incident will be recorded and given to the Head of Year using CPOMS as appropriate
- The Head of Year will arrange for all concerned to be interviewed and appropriate actions and interventions carried out. Detailed records and statements will be kept via CPOMS as appropriate
- Form tutors will be kept informed and if it persists, the form tutor will advise the Head of Year so that further action can be taken
- Parents and carers will be kept informed
- Incidents will be followed up with reparation, mediation and sanctions as appropriate and in consultation with all parties concerned
- In cases of on-line bullying, all records of incidents must be passed to the DSL or deputy DSL.

## **Supporting the victim**

Winchmore School will offer a proactive and supportive response to children who are the victims of bullying. The exact nature of the response will be determined by the particular child's individual needs and may include a range of the following interventions:

- Immediate action to stop the incident and secure the child's safety

- Positive reinforcement that reporting the incident was the correct thing to do
- Reassurance that the victim is not responsible for the behaviour of the bully
- Strategies to prevent further incidents
- Sympathy and empathy
- Counselling, with particular interventions from Winchmore School's Child Protection and Wellbeing teams
- Buddying
- Assertiveness training
- Extra supervision/monitoring
- Access to a support group with the Behaviour Team and other, including outside agencies
- Peer mediation/peer mentoring
- Informing/involving parents and carers
- Adult mediation between the perpetrator and the victim (provided this is safe for the victim)
- Arrangements to review progress

### **Strategies to change the behaviour of the offender and in accordance with the School's Behaviour Policy**

Winchmore School will offer a proactive, supportive and problem-solving response to those who are responsible for incidents of bullying. When sanctions are felt to be necessary, they will be applied consistently and fairly. The exact nature of the response will be determined by the child's individual needs and will include a range of the following interventions:

- Immediate action to stop an incident of bullying
- Engagement with the bully to reinforce the message that their behaviour is unacceptable
- Parents and carers informed
- Counselling/instruction in alternative ways of behaving with specific intervention from Winchmore School's Child Protection and Well Being teams
- Anti-bullying group work with the Behaviour Team and external agency involvement as appropriate
- Adult mediation between the perpetrator and the victim (provided this is safe for the victim)
- Appropriate sanction
- Rewards/positive reinforcement in order to promote change and bring unacceptable behaviour under control

### **Dealing With Bullying Through the Curriculum**

At Winchmore, we aim to take a proactive approach to preventing and minimising bullying and harassment by tackling bullying through the following areas of the curriculum;

- Sex, Relationships and Health Education

- Tutor Time; Tutors should be aware of the dynamics of bullying and be vigilant about spotting signs of bullying within their tutor group. Circle time and discussions can be used to discuss and help students understand issues of bullying
- Subject lessons; For example, the English curriculum addresses issues relating to bullying through a number of themes. A number of selected texts allow students to empathise with both the bully and the bullied and to reflect on causes of, and solutions to bullying. The Drama curriculum and Humanities provide many opportunities for issues relating to bullying, discrimination and harassment to be dealt with.

## Monitoring and evaluating

Each incident of bullying falling within the school definition is recorded. An annual report will be made to the Governing Body indicating the extent of the problem and any trends which may emerge. Senior staff and Governors will evaluate the effectiveness of the policy and agree adjustments that may be necessary. This process is supported by feedback from parents, teachers and students via questionnaires and focus group discussion.



At Winchmore we believe that every person, regardless of their race, gender, culture, beliefs, sexuality, age, ability or appearance should be respected and treated fairly. We are **all** different and we believe that everybody has the freedom to express their individuality. We are all special in our own way.

**In order to achieve this we MUST accept people for who they are:**

- Treat each other the way we want to be treated, be polite and respectful •
- Help each other – be kind and think before we speak and act •

### PLEASE REMEMBER OUR ANTI-BULLYING KEY MESSAGES

- Bullying will not be tolerated in any way, shape or form
- We are a 'hands -off' school, and respect each other's personal space
- We are a 'telling and a doing' school, which means that all cases of bullying are shared, followed up and dealt with
- We have a zero tolerance approach to all kinds of harassment - for example sexual, physical and verbal. This includes the use of sexualised, racist and homophobic language which should never be taken lightly as 'banter' or 'just having a laugh'

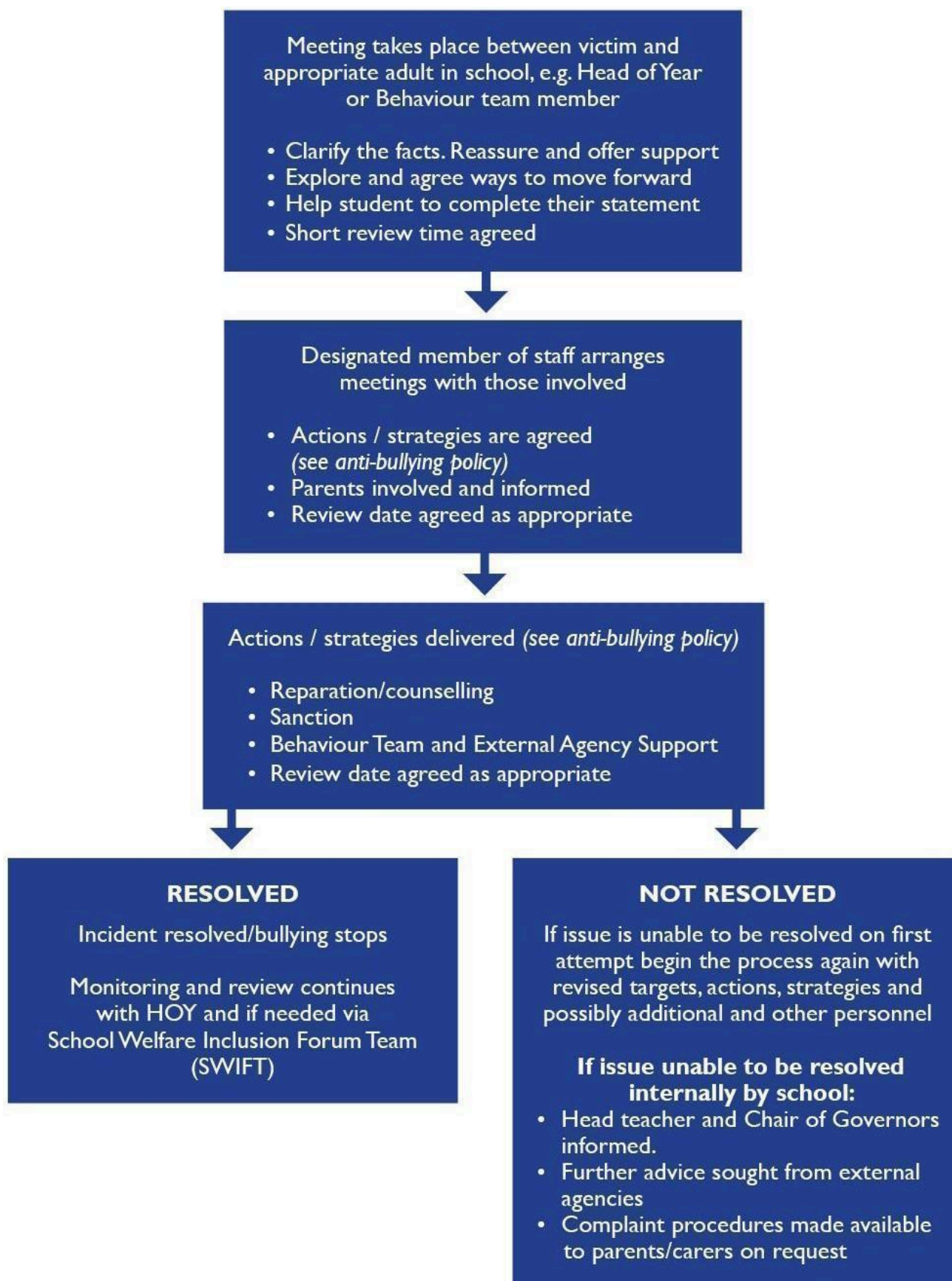
**If you are being bullied, or suspect that abuse, in any form, is happening to anyone, anywhere - including online abuse:**

- Tell your Form Tutor. If this is not possible tell a teacher or a trusted adult.
- Use the anti-bullying/RSHE feedback box outside room 7.  
(Write down your concern, you don't have to give your name)
- You can call Childline (0800 1111) or go to [www.childline.org.uk](http://www.childline.org.uk). They are there to help, 24 hours a day.



Compiled by our School Council, Leadership Team and RSHE Coordinator

## The school is made aware of a bullying incident



## **Winchmore School**

### **Lunch and Break Time Behaviour Code**

We have a zero tolerance approach to all kinds of harassment - for example sexual, physical and verbal. This includes the use of sexualised, racist and homophobic language which should never be taken lightly as 'banter' or 'just having a laugh'

Treat others as you would like to be treated

Behave safely, sensibly and supportively at all times

Respect each other and each other's property

Bullying will not be tolerated including the use of sexualised, racist or homophobic language

Walk sensibly on corridors and pathways, do not run or shout

Take care of our playgrounds and equipment; eat only in the 'eating only' areas and put rubbish in the bin

Play ball games only in designated areas, never throw anything that could be harmful

Tell an adult if there is a problem; do not get involved in fights or arguments

***Winchmore Student Council***