

Aurora

Anti-Bullying Local Procedures

Aurora Hanley School

Please refer to Main Policy A3 Anti-Bullying Policy

Appendix 2: Local Procedures: Aurora Hanley School

The Safeguarding and Pastoral leads have the overview on all site related behaviour issues.

1) How to report bullying - children and young people-

- > Report bullying by speaking to any member of staff
- > Tell a peer or friend and ask them to alert a member of staff
- > Using the anonymous 'Worries Boxes' around school- write your concern down and post it into the box . Boxes are checked weekly by the Safeguarding lead/Pastoral Manager/Elsas
- > Speak to a family member
- > Call Child Line to speak with someone in confidence on 0800 1111
- > Email www.youngminds.org.uk/young-person/coping-with-life/bullying/
- > www.victimsupport.org.uk/you-co/types-crime/bullying/

2) How staff report suspected bullying

- > Any bullying incidents or potential bullying incidents should be logged as a bullying issue on **Engage**-they will then be investigated by a DSL (this includes bullying allegations raised by parents/carers) and transferred to My Concern if required
- > If more urgent, an Assistant Head or DSL should be informed verbally as soon as possible.
- > Concerns will be addressed by the Assistant Head/DSL in conjunction with relevant staff
- > The Pastoral lead keeps an overview of bullying incidents and reviews incidents and contexts.
- > An overview is kept of bullying incidents and this data is analysed for trends/patterns – where a pattern is found proactive steps will be taken to address this.

3) Prejudice-based incidents

A prejudice-based incident is a one-off incident of unkind or hurtful behaviour that is motivated by prejudice or negative attitudes, beliefs or views towards a protected characteristic or minority group. It can be targeted towards an individual or group of people and have a significant impact on those targeted.

All prejudice-based incidents are taken seriously and recorded on My Concern. Any issues are investigated and pro-actively addressed. Where necessary issues are raised at the weekly TAC meeting where a plan to address any incidents/issues/trends can be made.

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4. Site initiatives to prevent and tackle bullying

We use a range of measures to prevent and tackle bullying including:

- › Promoting a culture where students are listened to, have a voice and feel confident to speak up
- › Child friendly anti-bullying posters – designed in liaison with the school council- are displayed around the site and ensure all students understand what bullying is and how to report it (see posters in Appendix 1)
- › The PSHE programme of study includes opportunities for students to understand about different types of bullying and what they can do to respond and prevent bullying
- › Tutor time provides regular opportunities to discuss issues that may arise in class and for form tutors to target specific interventions
- › Logging of an issue on electronic system My Concern or Engage as appropriate to allow Pastoral and other staff to investigate context. (Bullying incidents must be logged on My Concern)
- › Teaching Assistants shadow each class throughout the day and provide guidance on appropriate conversations.
- › Whole-school and year group assemblies help raise students' awareness of bullying and derogatory language
- › Difference and diversity are celebrated across the site through diverse displays, books and images. The whole site participates in events including Anti-bullying week, Black History Month and LGBGTQ+
- › The site values of equality and respect are embedded across the curriculum to ensure that it is as inclusive as possible
- › Stereotypes are challenged by staff and students across the site
- › Restorative work is completed with staff or one of the clinical team as required along with diagnosis awareness for those who may not be aware that their behaviors or use of language could be perceived as bullying.
- › Students and parents complete surveys on welfare and safety throughout the year. Any concerns raised are followed up by SLT.
- › Working with parents and carers, and in partnership with community organisations, to tackle bullying where appropriate.
- › Leading on direct education on racial stereotyping and other prejudiced behaviour/language
- › Targeted programmes for individuals or groups where an issue is identified.

Appendix 1-Child Friendly Bullying Posters (School Council reviewed Jan 2026)

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Aurora Anti-bullying guide for pupils




What is bullying?

The repeated hurting of one person or group done on purpose by another person or group, where the relationship involves an imbalance of power.

A one-off problem or falling out with friends is not bullying.

Bullying is a whole school issue.



Types of bullying

Emotional:
hurting someone's feelings

Physical:
punching, kicking, spitting, hitting or pushing.

Verbal:
teasing, name calling saying unkind things.

Stereotypical:
Racist, homophobic, sexist, or comments about someone's disability/diagnosis.

Cyber:
Texts or messages over the internet that contain anything from above

What should I do if I am being bullied or see someone else being bullied?

- Tell the bully to STOP
- Walk away
- Tell a member of staff
- Write it down and post it in the Worry box

Always remember:

- It's not your fault
- You are never alone
- Tell an adult who can help - a parent, teacher or someone you trust

Other ways to get help or information:
Call Childline on 0800 1111 or look on their website or go to www.youngminds.org.uk

How can we stop bullying?

- By being kind, friendly and respectful to everyone.
- Thinking about each other's feelings.
- Treating others how we would like to be treated.
- Reporting any issues
- By remembering and practicing our Aurora Values.

OUR VALUES:
CAREING
TRUSTED
COLLABORATIVE
AMBITION
INNOVATIVE

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Physical:
Punching, kicking, spitting, hitting, or pushing.

Emotional:
Hurting someone's feelings, making someone feel worthless.

Cyber:
Texts or messages over the internet that contain any of the other types of bullying.

Stereotypical:
Racist, homophobic, sexist, or comments about someone's disability/diagnosis.

Types of Bullying



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How can we stop bullying?

- Thinking about each other's feelings.
- Treating others how we would like to be treated.
- Reporting any issues.
- By remembering and practicing our Aurora Values.

CARING
TRUSTED
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AMBITIOUS
INNOVATIVE

What should you do if you are being bullied or see someone else being bullied:

- Tell the bully to STOP
 - Walk away
- Tell a member of staff or a trusted adult

If you ever need help and feel you can't speak to anyone about it, call Childline on **0800 1111** or go to their website on **www.youngminds.org.uk**.



**STOP
BULLYING**
SAFE SCHOOL ZONE

Always Remember:

- It's not your fault you're being bullied.
- You are never alone.