



Anti-Bullying Local Procedures Aurora Hedgeway School

Please refer to Main Policy A3 Anti-Bullying Policy

Appendix 2: Local Procedures: Aurora Hedgeway School

Below is a more robust and professional version, incorporating stronger safeguarding expectations, clearer reporting pathways, and additional guidance aligned with current anti-bullying and safeguarding practice in specialist educational settings.

1. How to Report Bullying: Children and Young People

All students have the right to feel safe, respected and listened to. Any concerns about bullying should be reported as soon as possible. Students can report bullying in the following ways:

1. **Speak to a trusted member of staff**, including:
 - a. The Assistant Headteacher (Pastoral), **Beckie Marston**
 - b. The Head of School, **Natalie Scott-Sheppard**
 - c. A class teacher
 - d. A teaching assistant
 - e. Any other trusted adult within the school
2. **Report via email** using the **HGW-Report** email account on your student profile.
3. **Use the school bullying post boxes**, located:
 - a. In the Lower School playground
 - b. Inside the main reception area
4. **Use the anonymous bullying reporting box** if you do not feel comfortable identifying yourself.
5. **Speak to other support staff**, including:
 - a. The Therapeutic Team
 - b. The SENCO
 - c. The Safeguarding Team
 - d. Residential staff (where applicable)
6. **Contact Childline** for confidential advice and support by calling **0800 1111** or visiting www.childline.org.uk.

What Happens Next?

- All reports of bullying will be taken seriously.
- A member of staff will listen to the concerns raised and take appropriate action.
- Reports will be investigated promptly and sensitively.
- Support will be offered to anyone affected by bullying.
- Parents/carers may be informed where appropriate.
- Students will never be criticised or disadvantaged for raising a concern in good faith.

2. How Staff Report Suspected Bullying

All staff have a responsibility to actively identify, challenge and report concerns relating to bullying behaviour.

Where bullying is witnessed, disclosed or suspected, staff must:

1. **Record the incident on Engage** as a Behaviour Incident as soon as possible, ensuring that factual and objective information is recorded.
2. **Inform the Designated Safeguarding Lead (DSL) or a member of the Safeguarding Team** on the same day, either in person, by telephone, or via email.
3. **Ensure immediate action is taken** where there are concerns regarding a pupil's safety, wellbeing, emotional health or risk of significant harm.
4. **Where bullying is confirmed**, a member of the Safeguarding Team will create a **MyConcern** record to recognise and monitor the incident as a safeguarding concern.
5. **Continue to monitor and support** all students involved, ensuring that any further incidents, disclosures or concerns are reported and recorded.
6. **Inform parents/carers** in line with school procedures and where appropriate.

Important Guidance for Staff

- Do not dismiss incidents as "falling out" or "friendship issues" without appropriate investigation.
- Consider the additional vulnerability of pupils with SEND who may experience barriers to communication or recognising bullying behaviour.
- Repeated incidents that target an individual should be carefully reviewed to determine whether they meet the school's definition of bullying.
- All records must be factual, professional, and free from personal opinion.

3. Prejudice-Based Incidents

A **prejudice-based incident** is a one-off incident of negative, hurtful, intolerant or discriminatory behaviour that is motivated by prejudice towards a person's actual or perceived protected characteristic or membership of a minority group.

Protected characteristics include:

- Age
- Disability
- Race, ethnicity or nationality
- Religion or belief
- Sex
- Sexual orientation
- Gender reassignment
- Pregnancy and maternity

A prejudice-based incident may involve:

- Derogatory language
- Name-calling
- Exclusion
- Intimidation
- Offensive comments or gestures
- Online abuse or harassment

Whilst a single incident may not constitute bullying, it can have a significant emotional impact and therefore will always be taken seriously.

Recording and Reporting

All prejudice-based incidents must:

1. Be recorded on **Engage**.
2. Be reported to a member of the **Safeguarding Team** either in person or via email.
3. Be reviewed by senior leaders to determine any safeguarding concerns, patterns or emerging themes.
4. Be monitored to identify repeat behaviour that may constitute bullying, discrimination or harassment.

The school adopts a zero-tolerance approach to discriminatory language, hate-related incidents and behaviour motivated by prejudice.

4. Site Initiatives to Prevent and Tackle Bullying

Hedgeway School is committed to creating a culture where bullying is not tolerated and where all members of the school community feel safe, respected and valued.

To prevent bullying and promote positive relationships, the school implements the following strategies:

1. **A comprehensive PSHE curriculum** that teaches students about:
 - a. Different forms of bullying
 - b. Healthy relationships
 - c. Online safety
 - d. Respect and diversity
 - e. How to seek help and support
2. **A responsive and reactive curriculum** that addresses emerging concerns and learning needs relating to bullying, discrimination and safeguarding.
3. **Tutor and pastoral sessions** that provide opportunities for discussion, reflection and targeted intervention where concerns arise.
4. **Regular assemblies** that promote:
 - a. Kindness and inclusion
 - b. Respectful language
 - c. Positive relationships
 - d. Anti-bullying awareness
5. **Celebration of diversity and inclusion** through:
 - a. Displays and learning environments
 - b. Literature and educational resources
 - c. Awareness events and campaigns
6. Participation in nationally recognised events including:
 - a. Anti-Bullying Week
 - b. Black History Month
 - c. LGBT+ History Month
 - d. Neurodiversity Celebration Week
 - e. Children's Mental Health Week
7. **Embedding equality, diversity and inclusion** throughout the curriculum and daily school life.
8. **Challenging stereotypes and discriminatory language** consistently and respectfully across the school community.

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9. **Restorative approaches and restorative meetings** to support reflection, repair relationships and reduce the likelihood of repeated incidents.
10. **Student voice opportunities**, including School Council and student leadership groups, which influence anti-bullying initiatives and school improvement.
11. **Peer support and mentoring opportunities** where appropriate.
12. **Partnership working with parents, carers and external agencies** to address concerns and promote positive outcomes for young people.
13. **Online safety education** that supports students to recognise, prevent and report cyberbullying and inappropriate online behaviour.
14. **Regular analysis and monitoring of bullying data** by safeguarding and senior leadership teams to identify trends, patterns and areas requiring additional intervention.
15. **Staff training and professional development** to ensure all staff remain confident in identifying, recording, preventing and responding to bullying behaviour.

Commitment Statement

Hedgeway School is committed to fostering an environment where every student feels safe, valued, respected and able to achieve their potential. Bullying, discrimination and harassment in any form are unacceptable and will be addressed promptly, consistently and sensitively through education, support and appropriate intervention.