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**Policy Written June 2018**

Policy approved by the Governing Body on: ............................................ (Date)

Lead Governor:..............................................................................................(Name)

Designated Safeguarding Lead: Helen Millard, Head teacher

Policy will be reviewed by June 2021

(At least once every three years 2021 , and earlier following any concerns and/or updates to national and local guidance or procedures.)

1. **Introduction**

Ysgol Maes Hyfryd is an inclusive school where we focus on the well-being and progress of every child and where all members of our community are of equal worth. Maes Hyfyrd promotes respect for difference and diversity through the school’s vision, ethos and values, it underpins all we do on a day to day basis.

This policy is a working document which provides guidance and information on Anti-Bullying procedures, and aims to provide a secure framework within which staff can work.

Ysgol Maes Hyfryd believes that all children and young people should learn and play in a supportive, caring and safe environment without fear of being bullied and that all adults and pupils should recognise that bullying is an antisocial behaviour which affects everyone, and will not be tolerated. To this end, the Anti-Bullying Policy sets out the school approach, roles and responsibilities with regard to all student-bullying matters. We attempt to;

* Ensure that everyone is treated fairly and with respect.
* Make sure that our school is a safe, secure and stimulating place for everyone.
* Recognise that people have different needs, and we understand that treating people equally does not always involve treating them all exactly the same.
* Recognise that for all of our pupils’ extra support is needed to help them to achieve and be successful.
* Make sure that people from different groups are consulted and involved in our decisions, for example through talking to pupils and parents/carers, through our School Council and external support agencies
* Make sure that no-one experiences harassment, less favourable treatment or discrimination because of their sex, race, disability, religion or belief; sexual orientation and gender reassignment.

This policy is based on DfE guidance “Preventing and Tackling Bullying” July 2017 and supporting documents. It also takes into account the DfE statutory guidance “Keeping Children Safe in Education” 2016. The school has read Childnet’s “Cyberbullying: Understand, Prevent and Respond: Guidance for Schools”.

Personal and social education (PSE) forms part of the basic curriculum for all our pupils and addressing anti bullying within it.

Ysgol Maes Hyfryd recognises that bullying, especially if left unaddressed, can have a devastating effect on individuals; it can create a barrier to learning and have serious consequences for mental wellbeing. By effectively preventing and tackling bullying, we can help to create a safe, disciplined environment, where pupils are able to learn and fulfil their potential.

Some groups of young people are more likely to experience bullying than others. Prejudice-based bullying is any type of direct physical or verbal bullying, indirect bullying or cyberbullying based on relevant protected characteristics:

•age

•disability

•gender

•gender reassignment

•pregnancy and maternity

•race

•religion or belief

•sexual orientation

The pupils at Ysgol Maes Hyfryd have a wide-range of complex needs, identifying as having at least one of the protective characteristics named above. As a school community we understand that bullying in this context can have additional subtleties

and raise issues that are in themselves complicated to resolve. Not all students at Ysgol maes Hyfryd will recognise bullying behaviour if they experience it; equally not all students would recognise their own behaviour as bullying towards another individual. Cognitive understanding and communication impairment are strong factors in how/what the children and young people communicate. As such, the school uses various strategies to support the children/young people to understand what is meant by the definitions of bullying and how to resolve any bullying situation.

Ysgol Maes Hyfryd has created a school culture that reflects safety and inclusivity:

•celebrating difference

•using the language of diversity

•including and involving all pupils

•empowering staff and students

1. **Our School and Community**

**2.1 Our Vision**

We ensure that every pupil reaches their full potential in the four aspects of our vision and in school life. PSE within Ysgol Maes Hyfryd aims to support and address the four aspects of our vision within a holistic approach and discrete lessons

**2.2 Aims**

This policy outlines what Ysgol Maes Hyfryd will do to prevent and tackle all forms of bullying.

The policy has been adopted with the involvement of the whole school community. Ysgol Maes Hyfyrd is committed to developing an anti-bullying culture where the bullying of adults, children or young people is not tolerated in any form.

We aim to:

* Prevent, de-escalate and/or stop any continuation of harmful behaviour.
* React to bullying incidents in a reasonable, proportionate and consistent way.
* Safeguard the student who has experienced bullying and to trigger sources of support for the student.
* Apply disciplinary sanctions to the student causing the bullying and ensure they learn from the experience, possibly through multi-agency support.
* Monitor and review our anti-bullying policy and practice on a regular basis.
* Support staff to promote positive relationships, to help prevent bullying.
* Recognise that some members of our community may be more vulnerable to bullying and its impact than others; being aware of this will help us to develop effective strategies to prevent bullying from happening and provide appropriate support, if required.

**We will:**

* Intervene by identifying and tackling bullying behaviour appropriately and promptly. Ensure our pupils are aware that bullying concerns will be dealt with sensitively and effectively; that everyone should feel safe to learn and abide by the anti-bullying policy.
* Ensure all members of the community work with the school to uphold the anti-bullying policy.
* Report back to parents/carers regarding concerns on bullying, dealing promptly with complaints.
* Seek to learn from good anti-bullying practice elsewhere.
* Utilise support from the Local Authority and other relevant organisations when appropriate.

**2.3 Profile**

Ysgol Maes Hyfryd is based in Flintshire, North Wales It provides a high quality specialist provision catering for pupils with a wide range of severe and complex needs.

All pupils will be given the opportunity of learning in a caring, stimulating environment.

Staff and governors are committed to providing for all of our pupils an education of the highest possible quality whilst also catering for varied individual needs where we build on skills needed for their future place in society.

1. **Statutory requirements**

There are a number of pieces of legislation which set out measures and actions for schools in response to bullying, as well as criminal and civil law. These may include (but are not limited to):

The Education and Inspection Act 2006, 2011

The Equality Act 2010

The Children Act 1989

Protection from Harassment Act 1997

The Malicious Communications Act 1988 o

Public Order Act 1986

By law, all state schools must have a behaviour policy in place that includes measures to prevent all forms of bullying among pupils.

Schools must also follow anti-discrimination law. This means staff must act to prevent discrimination, harassment and victimisation within the school.

This policy is to be read in conjunction with Ysgol Maes Hyfryd behaviour policy, however this policy document gives specific details of how to deal with any bullying that may arise at Ysgol Maes Hyfryd.

1. **Policy Development**

This policy has been developed in consultation with staff, pupils and parents. The consultation and policy development process involved the following steps:

* Review – a member of staff (PSE - Coordinator) pulled together all relevant information including relevant national and local guidance
* Staff consultation – all school staff were given the opportunity to look at the policy and make recommendations
* Parent/stakeholder consultation – parents and any interested parties were invited to review the policy
* Pupil consultation – we took the basis of the policy to school council and

investigated what exactly pupils want from their Anti Bullying Policy

* Ratification – once amendments were made, the policy was shared with Governors and ratified

1. **Definition of bullying**

Bullying is “behaviour by an individual or a group, repeated over time that intentionally hurts another individual either physically or emotionally”. (DfE “Preventing and Tackling Bullying”, July 2017)

Bullying is “Behaviour by an individual or group, usually repeated over time, that intentionally hurts another individual or group either physically or emotionally. Bullying can involve verbal taunts, name-calling, physical injury, shunning or ridicule.

It can be manipulative and can done through mobile phones, websites and email.” (DfE ‘Safe to Learn’)

This can be further defined as:

Physical (hitting, kicking, theft)

Verbal (name calling, racist remarks)

Indirect (spreading rumours, excluding someone from social groups)

This includes the same unacceptable behaviours expressed online, sometimes called online or cyberbullying. This can include: sending offensive, upsetting and inappropriate messages by phone, text, instant messenger, through gaming, websites, social media sites and apps, and sending offensive or degrading photos or videos.

Bullying can be a form of peer on peer abuse and can be emotionally abusive; it can cause severe and adverse effects on children’s emotional development.

1. **Forms of bullying covered by this policy**

Bullying can happen to anyone. This policy covers all types of bullying including:

* Bullying related to race, religion, nationality or culture
* Bullying related to SEND (Special Educational Needs or Disability)

(prejudice based bullying)

* Bullying related to appearance or physical/mental health conditions
* Bullying related to sexual orientation (homophobic bullying)
* Bullying of young carers, children in care or otherwise related to home circumstances
* Sexist, sexual and transphobic bullying
* Bullying via technology, known as online or cyberbullying

1. **Responding to bullying**

The following steps may be taken when dealing with all incidents of bullying reported to Ysgol Maes Hyfryd:

If bullying is suspected or reported, the incident will be dealt with immediately by the member of staff who has been approached or witnessed the concern. Every report of bullying will be taken seriously: it can be very harmful to a young person if their reports are dismissed

Victims will never be blamed: pupils should never be told to just ignore it, or to change who they are - it is the pupils doing the bullying that need to change their behaviour and their attitude

Stereotypes will be avoided: it is not true that girls are 'bitchy' and boys have a punch up and get over it - anyone can be capable of bullying behaviour and it has a serious impact on everyone involved.

The school will provide appropriate support for the person being bullied – making sure they are not at risk of immediate harm and will involve them in any decision-making, as appropriate.

The headteacher - designated safeguarding lead or another member of leadership staff will interview all parties involved.

The head teacher will be informed of all bullying issues where there are safeguarding concerns.

The school will inform other staff members, and parents/ carers, where appropriate. Sanctions (as identified within the school behaviour policy) and support for individuals will be implemented, in consultation with all parties concerned.

If necessary, other agencies may be consulted or involved, such as: the police (if a criminal offence has been committed) or other local services including early help or children’s social care (if a child is felt to be at risk of significant harm).

Where the bullying takes place off school site or outside of normal school hours (including cyberbullying), the school will ensure that the concern is fully investigated. Appropriate action will be taken, including providing support and implementing sanctions in school in accordance with the school’s behaviour policy.

A clear and precise account of the incident will be recorded by the school. This will include recording appropriate details regarding decisions and action taken. Ysgol Maes Hyfryd will use the online behaviour reporting tool to monitor all forms of bullying including prejudice-based bullying.

**7.2 Cyberbullying**

Note: **Ysgol Maes Hyfryd will ensure we access the Childnet Cyberbullying guidance when responding to cyberbullying concerns**, Ysgol Maes Hyfryd will:

* Act as soon as an incident has been reported or identified.
* Provide appropriate support for the person who has been cyberbullied and work with the person who has carried out the bullying to ensure that it does not happen again. Encourage the person being bullied to keep any evidence (screenshots) of the bullying activity to assist any investigation.
* Take all available steps where possible to identify the person responsible. This may include:

looking at use of the school systems;

Identifying and interviewing possible witnesses;

Contacting the service provider and the police, if necessary.

Work with the individuals and online service providers to prevent the incident from spreading and assist in removing offensive or upsetting material from circulation.

This may include:

Support reports to a service provider to remove content if those involved are unable to be identified or if those involved refuse to or are unable to delete content. Confiscating and searching pupils’ electronic devices, such as mobile phones, in accordance with the law. (Note: Ysgol Maes Hyfryd will access the **DfE ‘Searching, screening and confiscation at school’ and Childnet Cyberbullying guidance to ensure that the schools powers are used proportionately and lawfully**) Requesting the deletion of locally-held content and content posted online if they contravene school behavioural policies.

* Ensure that sanctions are applied to the person responsible for the cyberbullying; the school will take steps to change the attitude and behaviour of the bully, as well as ensuring access to any additional help that they may need.
* Inform the police and local authority if a criminal offence has been committed.
* Provide information to staff and pupils regarding steps they can take to protect themselves online.

**7.3 Support**

**Pupils who have been bullied** will be supported by:

Reassuring the pupil and providing continuous support.

Offering an immediate opportunity to discuss the experience with their teacher, teaching assistant, the designated safeguarding lead, or a member of staff of their choice.

Being advised were possible to keep a record of the bullying as evidence and discuss how respond to concerns and build resilience as appropriate.

Working towards restoring self-esteem and confidence.

Providing ongoing support; this may include: working and speaking with staff, offering formal counselling, engaging with parents and carers.

Where necessary, working with the wider community and local/national organisations to provide further or specialist advice and guidance; this could include support through our school counselor, or support through Child and Adolescent Mental Health Services (CAMHS).

**Pupils who have perpetrated the bullying** will be helped by:

Discussing what happened, establishing the concern and the need to change. Informing parents/carers to help change the attitude and behaviour of the child. Providing appropriate education and support regarding their behaviour or actions.

If online, requesting that content be removed and reporting accounts/content to service provider.

Sanctioning, in line with school behaviour/discipline policy; this may include official warnings, detentions, removal of privileges (including online access when encountering cyberbullying concerns), and fixed-term or permanent exclusions.

Where necessary, working with the wider community and local/national organisations to provide further or specialist advice and guidance; this may include involvement from the Police, Our school counselling service, Specialist Children’s Services, or Child and Adolescent Mental Health Services (CAMHS) as appropriate.

**Staff**

Ysgol Maes Hyfryd takes measures to prevent and tackle bullying among pupils; however, it is equally important to recognise that bullying of staff, whether by pupils, parents or other staff members, is unacceptable.

Staff who have been bullied or affected would refer to the Dignity at Work policy for staff.

**8. Preventing bullying**

The whole school community will:

Create and support an inclusive environment which promotes a culture of mutual respect, consideration and care for others, which will be upheld by all.

Recognise that bullying can be perpetrated or experienced by any member of the community, including adults and children (peer on peer abuse).

Openly discuss differences between people that could motivate bullying, such as: religion, ethnicity, disability, gender, sexuality or appearance related difference. Also

children with different family situations, such as looked after children or those with caring responsibilities.

Challenge practice and language which does not uphold the values of tolerance, non-discrimination and respect towards others.

Be encouraged to use technology, especially mobile phones and social media positively and responsibly.

Work with staff, the wider community and outside agencies to prevent and tackle concerns including all forms of prejudice-driven bullying.

Actively create “safe spaces” for vulnerable children and young people.

Celebrate success and achievements to promote and build a positive school ethos.

**Discrimination at Ysgol Maes Hyfryd**

The school is opposed to all forms of discrimination based on person’s age, disability, race, religion or belief, gender, gender identity, sexual orientation, family background and/or language. Any form of harassment and discriminatory language and behaviour is unacceptable and will not be tolerated at Ysgol Maes Hyfryd. All staff will remain vigilant and deal with any incidents promptly and sensitively using procedures outlined in the Anti-Bullying Policy, which clearly outlines the course of action in such circumstances. Any racist incidents will be reports to Flintshire County Council.

1. **Roles and responsibilities**
   1. **The governing board**

The governing board will:

* Approve the Anti Bullying policy, and hold the Head teacher to account for its implementation.
* Meet with relevant staff members to discuss any issues and how these are being addressed.
* Ensure they are familiar with all relevant legislation and the contents of this document
* Attend appropriate training as necessary

**9.2 The Head teacher and SMT**

The Head teacher and SMT are responsible for ensuring that any bullying issues are dealt with consistently across the school and opportunities for teaching anti bullying messages are delivered through the Ysgol Maes Hyfryd curriculum.

They will deliver or organise any necessary training for staff to ensure they understand and implement the anti-bullying policy.

The head teacher should formally authorise any teacher before seizing an electronic device.

**9.3 Staff**

All school staff are expected to have regard to this document and to work to achieve the set out objectives. Staff are responsible for:

* Modelling positive attitudes
* Monitoring pupils and any issues
* Responding to the needs of individual pupils
* Regularly update and evaluate practice to take into account the developments of technology and provide up-to-date advice and education to all members of the community regarding positive online behaviour.
* Take appropriate, proportionate and reasonable action, in line with existing school policies, for any bullying bought to the schools attention, which involves or effects pupils, even when they are not on school premises; for example, when using school transport or online, etc.
* Implement appropriate disciplinary sanctions; the consequences of bullying will reflect the seriousness of the incident, so that others see that bullying is unacceptable.
* Use a variety of techniques to resolve the issues between those who bully, and those who have been bullied.
* When an electronic device, such as a mobile phone, has been seized by a member of staff, that staff member can examine data or files and delete these where there is good reason to do so, there is no need to have parental consent to search through a young person’s mobile phone. (DFE Guidance 2017)
* Consider a range of opportunities and approaches for addressing bullying throughout the curriculum and other activities, such as: through displays, assemblies, peer support, the school/student council, etc.
* Provide systematic opportunities to develop pupils’ social and emotional skills, including building their resilience and self-esteem.
* Pupils who are being bullied may show changes in behaviour, such as becoming shy, nervous, feigning sickness, refusing to come to school, clinging to adults, refusing to remain in class. It is important that all school staff are alert to the signs of bullying and act promptly and firmly against any form of bullying in line with the roles and responsibilities.

**Confidentiality**

There may occasions when students share information with staff. Staff must remind students that they are not able to keep information which may be harmful to themselves or others but must follow the clear guidelines of the safe guarding/ child protection policy.

**9.4 Pupils**

Pupils are expected to engage fully in the ethos of Ysgol Maes Hyfryd and promote the anti-bullying culture it endeavors to provide. However we at Ysgol Maes Hyfryd recognise that Children with ALN can often lack the social or communication skills to report incidents. Many of our pupils can often lack social or communication skills so it is important that staff are alert to potential bullying and have support mechanisms for reporting accessible to all.

Ysgol Maes Hyfryd will:

* Involve pupils in policy writing and decision making, to ensure that they understand the school’s approach and are clear about the part they have to play to prevent bullying.
* Regularly canvas young people’s views on the extent and nature of bullying.
* Ensure that all pupils know how to express worries and anxieties about bullying.
* Ensure that all pupils are aware of the range of sanctions which may be applied against those engaging in bullying.
* Involve pupils in anti-bullying campaigns in schools and embedded messages in the wider school curriculum.
* Publicise the details of internal support, as well as external helplines and websites. Offer support to pupils who have been bullied and to those who are bullying in order to address the problems they have.

**9.5 Families**

Close work with our families is an essential part of work at the school. Bullying is one of the most potentially sensitive areas of home/school life.

For individual matters relating to bullying, advice should be sought from the behaviour lead or another member of the SLT on how to proceed. Efforts should be made to conduct conversations sensitively, informing and working with families whose child was the victim of bullying should follow standard reporting procedure for involvement in an incident, ensuring a record is kept of any phone call. Pupils who are receiving additional behaviour support because they are perpetrating bullying behaviour should be subject to joint working with their parents to ensure all parties understand the approach being taken.

Parents/Carers have a responsibility to let the school know if their child/young person is being bullied and work with the school to resolve any issues arising from an incident the child/young person is anxious about. If as a parent/carer you are concerned about your child/young person being bullied you should contact the school to discuss further.

1. **Training**

Staff are provided with continuing professional development training throughout the school calendar, this will be through staff meetings and upon individual requests for training. Areas identified in staff school development interviews and the school development plan will be acted upon accordingly.

School trains all staff, including: teaching staff, support staff (e.g. administration staff, lunchtime support staff and site support staff) and pastoral staff, to identify all forms of bullying and take appropriate action, following the school’s policy and procedures (including recording and reporting incidents).

1. **Reporting and monitoring process**

In the event that bullying behaviours are reported or observed; the member of staff who has that information should report it to the class teacher for follow up action. The class teacher should then investigate to determine the facts behind any arising issue. In the event that bullying is taking place, there are two paths to follow:

Any bullying behaviours should be written up using the schools online behavioural recording system ensuring it is entered into the behaviour analysis reporting system for the SMT lead for behaviour to monitor.

Where the issue is complex or not easily resolved the teacher should, as appropriate, seek further advice from the behaviour lead (Matt Wynne.)

Follow up actions should be devised, recorded and aimed at addressing bullying behaviours.

In the event that bullying behaviour is not successfully changed or prevented; and that agreed strategies do not show indications of working then the matter should be referred to the Deputy Head Teacher. It is expected, through the behaviour support systems, that the Head Teacher would be kept informed of bullying-related issues.

In the event that there is a victim of bullying behaviour the class teacher should assess for any levels of distress and as appropriate take positive action to ensure the child/young person feels safe in the short term.

1. **Equality**

As an employer and provider of services Ysgol Maes Hyfryd will not unlawfully discriminate on grounds of age, disability, gender, gender reassignment, race or ethnicity, religion or belief, sexual orientation, marriage or civil partnership, pregnancy and maternity or on the grounds of Welsh language.

All pupils, their parents and guardians, volunteers, staff and school governors are valued and will be treated with dignity and respect. We will not tolerate any form of discrimination, harassment or victimisation.

We will work across our school community to ensure our commitment to equality and fairness is shared and take steps to ensure that our school is accessible, welcoming and inclusive.

Ysgol Maes Hyfryd values the individuality of all students and is committed to giving each one every opportunity to achieve the highest standards. The expectations of all staff are high and students are encouraged to have a positive attitude and to achieve the best that they possibly can, both in and out of the classroom.

Our teaching strategies enhance learning and participation in a broad and balanced curriculum. All lessons and out-of-school activities and school trips are fully inclusive. We use language that does not offend, and we make staff and students aware of the importance of language. Our resources contain positive images of people with disabilities, and students are able to improve their understanding through activities such as learning to use Makaton. Information can be made available in alternative formats that are clear and user-friendly, as required. This will include Braille, audiotape, and large print, or it may be transmitted orally, or through lip-speaking or sign language, or through a recognised symbol system, or through ICT.

The School aims to be inclusive and actively seeks to remove barriers to learning and participation. Therefore, equality of opportunity must be a reality for all our students.

1. **Welsh Language Impact**

Wherever possible and appropriate, we will use the Welsh language as a natural part of all aspects discussed in this policy document.

1. **Links to other documents and policies**

Positive Behaviour (Anti-Bullying Policy)

Online safety and acceptable use policy

Sexting Policy

Complaints policy

Child protection policy

Curriculum policies such as PSE, citizenship and DCF

Appropriate use of ICT policy

Equality Policy

Safeguarding Policy

CSE Policy

1. **Useful links and supporting Organisations**

Anti-Bullying Alliance: www.anti-bullyingalliance.org.uk

Childline: www.childline.org.uk Family Lives: [www.familylives.org.uk](http://www.familylives.org.uk)

Equalityhumanrights.com

Kidscape: www.kidscape.org.uk

MindEd: www.minded.org.uk

NSPCC: www.nspcc.org.uk

The BIG Award: www.bullyinginterventiongroup.co.uk/index.php

Restorative Justice Council: www.restorativejustice.org.uk

The Diana Award: www.diana-award.org.uk

Victim Support: www.victimsupport.org.uk

Young Minds: www.youngminds.org.uk

Young Carers: www.youngcarers.net

The Restorative Justice Council: www.restorativejustice.org.uk/restorative-practice-schools

**SEND**

Changing Faces: www.changingfaces.org.uk

Mencap: www.mencap.org.uk

Anti-Bullying Alliance Cyberbullying and children and young people with SEN and disabilities:www.cafamily.org.uk/media/750755/cyberbullying\_and\_send\_-\_module\_final.pdf

DfE: SEND code of practice: www.gov.uk/government/publications/send-code-of-practice-0-to-25

**Cyberbullying**

Childnet International: www.childnet.com

Digizen: www.digizen.org

Internet Watch Foundation: www.iwf.org.uk

Think U Know: www.thinkuknow.co.uk

UK Safer Internet Centre: www.saferinternet.org.uk

The UK Council for Child Internet Safety (UKCCIS)

**Race, religion and nationality**

Anne Frank Trust: www.annefrank.org.uk

Kick it Out: www.kickitout.org

Report it: www.report-it.org.uk

Stop Hate: www.stophateuk.org

Tell Mama:www.tellmamauk.org

Educate against Hate: www.educateagainsthate.com/

Show Racism the Red Card: www.srtrc.org/educational

**LGBT**

Barnardos LGBT Hub: www.barnardos.org.uk/what\_we\_do/our\_work/lgbtq.htm Metro Charity: www.metrocentreonline.org

EACH: www.eachaction.org.uk

Proud Trust: www.theproudtrust.org

Schools Out: www.schools-out.org.uk

Stonewall: www.stonewall.org.uk

**Sexual harrassment and sexual bullying**

Ending Violence Against Women and Girls (EVAW) www.endviolenceagainstwomen.org.uk

A Guide for Schools: www.endviolenceagainstwomen.org.uk/data/files/resources/71/EVAWCoalition-Schools-Guide.pdf

Disrespect No Body: www.gov.uk/government/publications/disrespect-nobody-campaign-posters

Anti-bullying Alliance: advice for school staff and professionals about developing effective anti-bullying practice in relation to sexual bullying: www.anti-bullyingalliance.org.uk/tools-information/all-aboutbullying/sexual-and-gender-related

Note: Additional links can be found in ‘Preventing and Tackling Bullying’ (July 2017) www.gov.uk/government/publications/preventing-and-tackling-bullying