



Hummingbird Learning Lab ANTI-BULLYING POLICY

The purpose of this policy is to ensure that everyone in the HLL community and those working with HLL understand that: bullying is not tolerated and is prevented; relationships are built and valued; we have robust procedures in place for when any bullying occurs. This policy is intended to be read in conjunction with the HLL [BULLYING RESPONSE PROCEDURE AND REPORTING FORM](#)

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Introduction

At HLL we understand bullying to be the use of power and/or aggression with the intention of hurting another person or people. The hurt can be physical or emotional.

We understand bullying as either repeatedly and/or significantly negatively affecting another person's well-being.

At HLL we perceive all forms of bullying to be completely unacceptable. Bullying results in pain and distress to the victim/s and will not be tolerated within or outside the confines of HLL.

This anti-bullying policy covers the prevention of and/or dealing with, all types of bullying.

This policy is both student related and also contains a section with links to information about workplace bullying.

Section 1 - Student related bullying

Types of bullying

- Emotional – being unfriendly, excluding (including social isolation), tormenting (e.g. hiding belongings, threatening gestures)
- Physical – pushing, kicking, hitting, punching or any use of violence
- Racist – racial taunts, graffiti, gestures
- Sexual – harassment, ambiguous remarks or gestures, unwanted or unnecessary touching, abusive comments, certain ways of looking/ wolf whistles, comments about appearance
- Homophobic or transphobic – because of/ or focusing on the issue of sexuality
- Verbal – name-calling, threats, sarcasm, spreading rumours/gossip, teasing/ridiculing
- Cyber – all areas of the Internet, such as email, social media platforms and chat room misuse; mobile threats by text messaging and calls; misuse of associated technology, i.e. camera and video facilities.

Signs and symptoms of bullying

Everyone working and/or helping and volunteering at HLL should be aware of the possible signs and should consider the possibility of bullying if a child, young person or vulnerable adult shows any of the signs

A child, young person or vulnerable adult may indicate by signs or behaviour that they are being bullied if they, for example:

- Is frightened of walking to or from the group
- Doesn't want to go on the group transport/public bus
- Changes their usual routine
- Becomes aggressive, disruptive or unreasonable
- Is unwilling to go to the group and gives no reason why
- Is frightened to say what's wrong
- Begins to avoid group activities
- Becomes withdrawn, anxious, or lacking in confidence
- Comes to group with clothes torn and/or has unexplained cuts or bruises
- Has possessions that are damaged or that go missing
- Seems to lose money often, asks for extra money or starts stealing money (to pay the bully)
- Is bullying other people
- Stops eating
- Gives improbable excuses for any of the above

- Is afraid to use the Internet or mobile phone
- Is nervous and jumpy when cyber messages are received

These signs and behaviours could indicate other problems, however, bullying should be considered as a possible cause.

Prevention of bullying

HLL will use a range of processes and strategies to promote positive relationships and kindness, and prevent bullying

These include:

- Personal Social and Health Education, Social Emotional Aspects of Learning, Sex and Relationships Education
- Having a clear procedure for reporting bullying that everyone in the HLL community knows, and messaging the expectation that bullying must be reported
- Community gatherings e.g. Circle Time
- Positive modelling
- Rewarding healthy, helpful and expected behaviours
- Supporting children in learning to manage complex social issues such as conflict
- Involving everyone in activities to encourage positive relationships
- Involving everyone in writing and upholding group behaviour agreements
- Expecting students to sign a behaviour code and visitors to be familiar with the behaviour code when they come to the group.
- Taking proactive steps to raise awareness of bullying by:
 - Writing stories or poems or drawing pictures about bullying
 - Reading stories about bullying or having them read to group
 - Making up role-plays
 - Having discussions about bullying, why it matters, and why it must be stopped

Responding to bullying

Problem: Bullying of students/ visiting children

- Students are encouraged to report bullying incidents to trusted adults on the HLL staff
- HLL staff will proactively investigate any complaints of bullying and be clear in the group's Behaviour Agreements that bullying will not be tolerated.

- Any cases of serious bullying will be responded to by staff using the [HLL Bullying Response Procedure And Reporting Form](#) and recorded using the Behaviour and Bullying Log
- The parents/carers of the child being bullied or the person who is supposedly doing the bullying will be informed and will be asked to come into a meeting to discuss the problem, in accordance with the HLL Bullying Response Procedure And Reporting Form. It may be necessary to follow the HLL Safeguarding and Child Protection Policy, which is on the HLL website.
- If the alleged bullying potentially breaks laws, including equality legislation, police will be consulted.
- The bullying behaviour or threats of bullying will be investigated, and the bullying stopped quickly. See HLL Bullying Response Procedure And Reporting Form for guidance.
- Attempts will be made to help the bully/bullies change their behaviour. See HLL Bullying Response Procedure And Reporting Form for guidance.

Outcome: Bullying of students/ visiting children

See [HLL Bullying Response Procedure And Reporting Form](#) for detailed guidance.

- The bully/bullies may be asked to genuinely apologise.
- Where possible the people involved will be reconciled.
- Short-term sanctions could be imposed on the bully/bullies.
- In serious cases, these sanctions could include temporary or even permanent exclusion from group activities.
- Parents will be informed of events and concerns where it is deemed appropriate and in every case where there is repetition.
- After the incident/s have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.

Parents/carers

See [HLL Bullying Response Procedure And Reporting Form](#) for additional information

- Parents/carers need to inform the school as soon as they become aware of a suspected bullying issue, no matter how small it may seem.
- Parents are an important bridge to us gaining an understanding of what is happening for a child as, on many occasions a child may feel that the best person for them to talk to is their mum, dad or other significant adult.
- When we are aware of a bullying issue we will ask that parents inform us of any updates they hear about on a regular basis.
- Parents/carers can see a governor if they are not happy that an incident of bullying is being taken seriously. Governors have an important role in ensuring positive outcomes for children and parents.

Section 2 - Workplace bullying links and information

Problem: Bullying of anyone working at HLL

We believe that it is in HLL's interest to promote a safe, healthy and fair environment in which people can work.

- Bullying and harassment are not only unacceptable they may, if not handled with care, cause problems for a group including:
 - Poor morale and relations
 - Loss of respect for group leaders/managers
 - Poor performance, attendance, lack of interest
 - Resignation of staff members/helpers/volunteers
 - Negative effect on the group itself and its reputation
- If helpers/volunteers or staff feel that they are being bullied, they should report it to their line manager or, if that is not appropriate, to someone they trust at HLL
- Leaders must respond to reports of workplace bullying. In that regard, this fact sheet from the [CIPD](#) (Chartered Institute of Personnel and Development) website. It looks at the main forms of bullying and harassment in the workplace, how this treatment can affect individuals, the legal implications if an employer allows such behaviour to go on unchallenged, and guidance on developing an effective response. Leaders should also refer to the HLL Whistle Blowing Policy
- There are a number of sources of information that can help HLL staff and Leadership be alert to/deal with workplace bullying problems, including the CIPD (Chartered Institute of Personnel and Development), as described above, and:
 - The [Health & Safety Executive](#) (HSE) website, which has a section on bullying and harassment that looks at advice specifically for organisations, managers and individuals. This provides practical, step-by-step measures that can be adopted at each level: HSE: Further Advice on Bullying and Harassment
 - The [Advisory, Conciliation and Arbitration Service](#), ACAS, which has a free e-learning module on [bullying and harassment](#). This covers what bullying and harassment is, how you can spot it, how you can prevent bullying and harassment at work, and the consequences of inaction.
- At HLL we believe that prevention is always best; so, we will ensure we regularly involve helpers/volunteers and staff in simple, fun, effective activities that will encourage positive relationships between everyone in the group.
- To make it easier for people to report their concerns, we have a nominated Staff and Student Wellbeing and Safeguarding Governor (Nicki Lorenzini 2025-2026) who is named as a contact for concerns about bullying or harassment amongst staff.
- We have a trusted School Staff Lead for Student and Staff Wellbeing (Jeff Stratton 2025-2026). This might make it easier for people to report their concerns.

Related documents

- Behaviour and Bullying Log
- Bullying Response Procedure And Reporting Form
- E-Safety Policy
- Safeguarding Policy
- Behaviour Policy

Related Links

- [CIPD \(Chartered Institute of Personnel and Development\)](#)
- [The Health & Safety Executive \(HSE\) Preventing Harassment in the work place](#)
- [NCVO \(National Council for Voluntary Organisations\)](#)
- [Kidscape](#)
- [ACAS](#)
- [Childline](#)
- [Citizens Advice Bureau](#)
- [Department for Business, Energy and Industrial Strategy](#)