



Anti-Bullying Policy

Last reviewed: 07/09/2026

Next review due: September 2027, or sooner if required

1. Purpose.....	2
2. Scope.....	2
3. What We Mean by Bullying.....	2
4. Child-on-Child Abuse.....	3
5. Discriminatory Bullying and Additional Vulnerability.....	3
6. Reporting Bullying.....	4
7. Responding to a Report.....	4
8. Supporting the People Involved.....	5
9. Action and Consequences.....	5
10. Online Bullying.....	6
11. Prevention.....	6
12. Roles and Responsibilities.....	6
Designated Safeguarding Lead.....	6
KitchenJam Management.....	7
All Staff.....	7
13. Confidentiality and Recording.....	7
14. Concerns and Complaints.....	7
15. Related KitchenJam Policies.....	8
16. Policy Review.....	8
17. Important Contacts.....	8
18. Relevant Legislation and Guidance.....	9

1. Purpose

KitchenJam is committed to providing a safe, respectful and inclusive environment where bullying is not accepted.

This policy sets out how KitchenJam works to prevent bullying, respond to concerns and support students who are affected.

We want children, young people and adults who attend KitchenJam to feel able to report bullying or other harmful behaviour and know that their concerns will be taken seriously.

2. Scope

This policy applies to:

- current and prospective students;
- children, young people and adults taking part in KitchenJam lessons, classes, workshops, events and other activities;
- staff, apprentices, volunteers and contractors; and
- parents, carers and others where their behaviour affects someone participating in KitchenJam.

It applies to behaviour:

- on KitchenJam premises;
- during lessons, events and other KitchenJam activities;
- online where the behaviour relates to KitchenJam or affects someone's participation in our activities; and
- outside KitchenJam where we become aware of behaviour that may affect the safety or welfare of a child who attends.

Where bullying involves a child and raises a safeguarding concern, it will also be managed in accordance with KitchenJam's Safeguarding Policy. Current Department for Education guidance for out-of-school settings recognises bullying, including cyberbullying, as a form of child-on-child abuse and makes clear that safeguarding action may be needed even where an incident takes place outside the setting.

3. What We Mean by Bullying

Bullying is behaviour by an individual or group that causes physical or emotional harm to another person. It is often repeated over time and may involve an imbalance of power, influence or vulnerability.

Bullying may be deliberate or may continue despite the person being told or shown that the behaviour is unwanted or harmful.

A one-off incident may not meet the usual definition of bullying, but this does not mean it will be ignored. A single serious incident may still be harmful, abusive or a safeguarding concern and will be responded to appropriately.

Bullying can include:

- **Verbal bullying:** name-calling, insults, threats, mocking, persistent teasing or spreading rumours.
- **Physical bullying:** hitting, kicking, pushing, damaging belongings, unwanted physical contact or other physical aggression.
- **Social or relational bullying:** deliberately excluding someone, encouraging others to exclude them, humiliation or damaging friendships or reputation.
- **Online or cyberbullying:** using messages, social media, group chats, images, videos, gaming platforms or other technology to harass, embarrass, threaten or harm someone.
- **Discriminatory or prejudice-based bullying:** behaviour connected to disability, race, religion or belief, sex, sexual orientation, gender reassignment or another characteristic or aspect of someone's identity or background.
- **Sexual bullying or harassment:** sexualised comments, jokes, gestures, rumours, unwanted attention or other behaviour of a sexual nature.
- **Coercive behaviour:** pressuring, threatening or manipulating someone into doing something they do not want to do.
- **Bullying involving belongings or money:** taking, hiding, damaging or demanding another person's belongings or money.

Calling behaviour "banter", "a joke" or "just messing around" does not make it acceptable if it is harmful, humiliating or unwanted.

4. Child-on-Child Abuse

Bullying between children can form part of a wider safeguarding concern known as child-on-child abuse.

Child-on-child abuse can include bullying and cyberbullying as well as physical abuse, harmful sexual behaviour, sexual harassment, sexual violence, abuse within intimate relationships and initiation or hazing-type behaviour.

Staff must not dismiss harmful behaviour between children as an ordinary part of growing up.

Where an incident may involve abuse, exploitation, sexual behaviour, significant violence, threats of serious harm or another safeguarding concern, staff must follow KitchenJam's Safeguarding Policy and report the concern to the Designated Safeguarding Lead.

5. Discriminatory Bullying and Additional Vulnerability

KitchenJam will take bullying linked to a person's identity, disability or protected characteristics seriously.

Some children may be more vulnerable to bullying or may face additional barriers to recognising or reporting it.

In particular, children with SEND or disabilities may be disproportionately affected by bullying, may experience greater social isolation or may have communication difficulties that make it harder to tell someone what is happening.

Staff should not assume that distress, changes in behaviour or difficulties with peers are simply a result of a child's SEND, disability or other additional need.

Discriminatory behaviour will also be considered under KitchenJam's Equality and Diversity Policy where appropriate.

6. Reporting Bullying

Students are encouraged to tell a member of staff if they experience or witness bullying or other behaviour that makes them or someone else feel unsafe or uncomfortable.

Concerns can also be raised by:

- a parent or carer;
- another student;
- a member of staff;
- another person who witnesses or becomes aware of the behaviour; or
- someone acting on behalf of the person affected.

A student does not need to be certain that behaviour is "bullying" before telling someone. They can report anything that is worrying, upsetting or making them feel unsafe.

Reports can be made to any member of staff or directly to the Designated Safeguarding Lead.

7. Responding to a Report

When bullying is reported or observed, staff will:

- take the concern seriously;
- make sure anyone at immediate risk is safe;
- listen without dismissing, blaming or making assumptions;
- avoid promising complete confidentiality;
- record relevant information accurately;
- report concerns involving children to the Designated Safeguarding Lead where appropriate; and
- consider what immediate support or action may be needed.

Where appropriate, KitchenJam may speak separately with the people involved and any relevant witnesses to understand what has happened.

If the concern may amount to abuse or another safeguarding matter, staff must not carry out their own safeguarding investigation. The Designated Safeguarding Lead will determine the appropriate next steps in accordance with the Safeguarding Policy and seek advice or make a referral where necessary.

Parents or carers will normally be involved where appropriate for a child, unless doing so may place the child at greater risk or interfere with safeguarding action.

8. Supporting the People Involved

KitchenJam will consider the needs of everyone involved while keeping the safety and wellbeing of the person affected at the centre of the response.

Support for someone experiencing bullying may include:

- checking that they feel safe during KitchenJam activities;
- identifying a member of staff they can speak to;
- changes to seating, groups or other arrangements where appropriate;
- reasonable adjustments or additional support;
- involving a parent or carer where appropriate; and
- checking in after an incident to make sure the behaviour has stopped.

A child or student who has displayed bullying behaviour may also need support.

KitchenJam will seek to understand what has happened, make clear that the behaviour is unacceptable and help the person understand its impact and what needs to change.

We will avoid permanently labelling a child or young person as “a bully”.

9. Action and Consequences

The response to bullying will depend on factors including:

- the nature and seriousness of the behaviour;
- whether it has happened before;
- the ages and needs of the people involved;
- the impact on the person affected;
- whether there is a safeguarding or safety risk; and
- any relevant disability or additional support needs.

Possible action may include:

- clear boundaries or warnings about behaviour;
- restorative or educational conversations where appropriate and safe;
- changes to lesson or group arrangements;
- increased supervision;
- involving parents or carers;
- agreed behaviour expectations;
- restricting participation in particular activities;
- suspension or ending participation in KitchenJam services in serious or persistent cases;
- or
- referral to safeguarding agencies or the police where necessary.

Any action taken will aim to protect those involved, prevent the behaviour from continuing and respond proportionately to the circumstances.

Reasonable adjustments will be considered where behaviour may be connected to a disability or additional need. This does not mean that harmful or unsafe behaviour must be accepted.

10. Online Bullying

Online bullying will be taken seriously where it involves KitchenJam students or affects a child's safety, wellbeing or ability to participate in KitchenJam activities.

This can include harmful behaviour through:

- social media;
- messaging or group-chat services;
- gaming platforms;
- sharing photographs or videos;
- impersonation or fake accounts; or
- other online platforms or communication.

Students should be encouraged to keep relevant messages, screenshots or other evidence where it is safe to do so and to avoid responding in a way that could increase the risk.

Where online behaviour raises a safeguarding concern, it will be managed in accordance with KitchenJam's Safeguarding Policy and online safety procedures.

11. Prevention

KitchenJam aims to reduce the risk of bullying by:

- setting clear expectations for respectful behaviour;
- creating an inclusive environment where differences are respected;
- challenging discriminatory, degrading or harmful comments and behaviour;
- providing appropriate supervision during activities;
- encouraging students to tell staff about concerns;
- ensuring staff understand how to recognise and respond to bullying and child-on-child abuse;
- considering the additional vulnerabilities of children with SEND or disabilities;
- responding consistently when concerns arise; and
- reviewing patterns or recurring concerns to identify whether wider changes are needed.

12. Roles and Responsibilities

Designated Safeguarding Lead

The Designated Safeguarding Lead will:

- oversee safeguarding concerns arising from bullying or child-on-child abuse;
- support staff in deciding how safeguarding concerns should be managed;
- maintain appropriate safeguarding records;
- consider whether external safeguarding advice or referral is required; and
- ensure safeguarding procedures are followed.

KitchenJam Management

Management is responsible for:

- supporting the implementation of this policy;
- addressing wider patterns or concerns;
- making decisions about significant changes to participation or other organisational action; and
- reviewing practices where incidents identify a gap in KitchenJam's arrangements.

All Staff

Staff must:

- treat reports of bullying seriously;
- challenge bullying and harmful behaviour appropriately;
- take immediate action where someone is at risk;
- record and report relevant concerns;
- follow the Safeguarding Policy where a concern involves a child or possible abuse;
- avoid dismissing behaviour as banter or an ordinary part of growing up; and
- model respectful and inclusive behaviour.

13. Confidentiality and Recording

Information about bullying concerns will be handled sensitively and shared only where there is an appropriate reason to do so.

KitchenJam cannot promise complete confidentiality where information needs to be shared to protect a child or another person.

Records will be managed in accordance with KitchenJam's Data Protection Policy. Where the concern is a safeguarding matter, records will be handled in accordance with the Safeguarding Policy.

14. Concerns and Complaints

Students, parents and carers are encouraged to speak to KitchenJam if they are concerned about how bullying has been handled.

Formal complaints can be made in accordance with KitchenJam's Complaints Policy.

Where a concern involves safeguarding, discrimination, harassment or the conduct of a member of staff, the relevant KitchenJam policies and procedures will also apply.

15. Related KitchenJam Policies

This policy should be read alongside:

- Safeguarding Policy;
- Equality and Diversity Policy;
- SEND Policy;
- Complaints Policy;
- Data Protection Policy;
- Website Privacy Policy; and
- relevant staff behaviour and online safety procedures.

16. Policy Review

This policy will be reviewed at least annually and sooner where appropriate, including:

- following a significant bullying or safeguarding incident;
- where a complaint identifies a gap in our procedures;
- following relevant changes to legislation or guidance; or
- where experience indicates that our approach should be updated.

17. Important Contacts

Designated Safeguarding Lead (DSL)

Name: Carys Mayhew-Jones

Email: carys@kitchenjam.com

Telephone: 07522 958920

Deputy Designated Safeguarding Lead (DDSL)

Name: Darryl Powis

Email: darryl@kitchenjam.com

Telephone: 07919 148006

Police

Emergency: **999**

Non-emergency: **101**

NSPCC Helpline

0800 800 5000

Childline

0800 1111

Local safeguarding referral information for KitchenJam's locations is set out in the Safeguarding Policy.

18. Relevant Legislation and Guidance

This policy has been prepared with regard to:

- Equality Act 2010;
- Children Act 1989 and Children Act 2004;
- Department for Education, **After-school clubs, community activities, and tuition: Safeguarding guidance for providers**, February 2026; and
- **Working Together to Safeguard Children 2026.**