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See Distribution

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7 February 2019

## **COVENTRY SCHOOL FOUNDATION ANTI BULLYING POLICY**

### References:

- A. "Preventing and Tackling Bullying", DfE, July 2017
- B. ISI Handbook for the Inspection of Schools: The Regulatory Requirements, September 2015 and Inspection Framework 2017.
- D. The Early Years Foundation Stage Statutory Framework 2014.
- E. Keeping Children Safe in Education (September 2018) (KCSIE).
- F. Working Together to Safeguard Children, September 2018
- G. Foundation Safeguarding Policy

### **Aims and Objectives**

At the Coventry School Foundation, our community is based upon respect, good manners and fair play. We are committed to providing a safe and caring environment that is free from disruption, violence and any form of harassment so that every one of our pupils can develop to his/her full potential. We expect our pupils to treat members of staff with courtesy and co-operation so that they can learn in a relaxed, but orderly, atmosphere. All pupils should care for and support each other.

The Coventry School Foundation prides itself on its respect and mutual tolerance. Parents or guardians have an important role in supporting the Foundation in maintaining high standards of behaviour. It is essential that Foundation and homes have consistent expectations of behaviour and that they co-operate closely together. Acceptance of this policy forms part of our standard terms and conditions. This policy is available to parents of pupils and prospective pupils on the schools websites and on request. It is also available and known to all staff. Bullying, harassment, victimisation and discrimination will not be tolerated. We treat all our pupils fairly and with consideration and we expect them to reciprocate this towards each other, the staff and the Foundation. All forms of bullying are unacceptable and any instances will be recorded and, where appropriate, will result in disciplinary action.

This policy applies to all pupils in the Foundation, including those in the Early Years Foundation Stage.

### **Definition of Bullying**

Bullying can be defined as: "***behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group, either physically or emotionally***"<sup>1</sup>

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<sup>1</sup> [Preventing and Tackling Bullying: Advice for Foundation Leaders, Staff and Governing Bodies](#)

Bullying is the intentional hurting, harming or humiliating of another person by physical (including any threat of or use of violence of any kind), sexual, verbal (including via 'banter', email, social media and SMS or other instant messages), and emotional (including by excluding, being sarcastic, name calling, tormenting or spreading malicious rumours) means. It can involve manipulating a third party to tease or torment someone, or actions that fall short of direct participation, where someone encourages others to bully, or joins in with laughing at a victim. Bullying is often hidden and subtle. It can also be overt and intimidatory.

Bullying may involve actions or comments that are racist, sexual, sexist or homophobic, which focus on religion, cultural background, disabilities or other physical attributes (such as hair colour or body shape). Bullying can happen anywhere and at any time and can involve anyone - pupils, other young people, staff and parents.

### **Cyberbullying - Definition**

Mr Bill Belsey, (the creator of the web site: [www.cyberbullying.org](http://www.cyberbullying.org) /) defined this unpleasant and particularly intrusive phenomenon in the following terms:

*"Cyberbullying involves the use of information and communication technologies to support deliberate, repeated and hostile behaviour by an individual or group that is intended to harm others."*

It is an aggressive, intentional act carried out repeatedly over time, often against a victim who cannot easily defend himself / herself.

Cyberbullying could involve communications by various electronic media, including for example:

- Texts, instant messages or calls on mobile phones;
- The use of mobile phone camera images to cause distress, fear or humiliation;
- Posting threatening, abusive, offensive or humiliating material or comments on websites (including blogs, personal websites and social networking sites such as Facebook, Instagram, Twitter or YouTube);
- Using email to message others in a threatening or abusive manner, or
- Hijacking / cloning email accounts

### **The Foundation's Response to Bullying**

At the Coventry School Foundation, we always treat bullying, including allegations of bullying, very seriously. It conflicts sharply with the Foundation's social and moral principles and potentially with its policy on equal opportunities, and will not be tolerated.

Bullying can be so serious that it causes physical, emotional and psychological damage, eating disorders, self-harm and even suicide. Whilst bullying is not a specific criminal offence, there are criminal laws which apply to harassment and to violent and threatening behaviour. No-one deserves to be a victim of bullying: everybody has the right to be treated with respect. Pupils who are victims of bullying will be supported. Pupils who have engaged in bullying behaviour will be subject to appropriate disciplinary sanction and will also, where possible, be supported in learning different ways of behaving.

Bullying which occurs on school trips or outside of the school's premises will not be tolerated any more than bullying on school premises. Teachers will, where appropriate, discipline pupils for misbehaviour outside school premises and outside school hours.

### **Signs of Bullying**

Changes in behaviour or information received from others that may indicate that a pupil is being bullied include:

- Unwillingness to return to school;
- Displays of excessive anxiety, becoming withdrawn or unusually quiet;
- Failure to produce work, or producing unusually poor work, or work that appears to have been copied, interfered with or spoiled by others;
- Books, bags, money and other belongings suddenly go 'missing' or are damaged;
- Change to established habits (e.g. giving up music lessons, change to accent or vocabulary);
- Diminished levels of self-confidence;
- Frequent visits to the Medical Centre with symptoms which may relate to stress or anxiety such as stomach pains or headaches;
- Unexplained cuts and bruises;
- Frequent absence, erratic attendance or late arrival to class;
- Choosing the company of adults rather than peers;
- Displaying repressed body language and poor eye contact;
- Difficulty in sleeping or experiencing nightmares; or
- Talking of suicide or running away from home or school.

Although there may be other causes for some of the above symptoms, a repetition of or a combination of these possible signs of bullying should be investigated by parents and teachers and reported / recorded as appropriate (see below).

### **Preventative Measures**

We take the following preventative measures in order to ensure that bullying is challenged and does not become a problem which is associated with Coventry School Foundation Schools:

- All new pupils (including our youngest pupils) are briefed thoroughly on the Foundation's expected standards of behaviour. They are told what to do if they encounter bullying. We guarantee that those who report bullying in good faith will not be punished and will be supported;
- In lessons, as opportunity arises, the issue of bullying may be tackled and we reinforce this message by teaching moral and spiritual values that show bullying to be unacceptable and by developing social skills;
- All our pupils are encouraged to tell a member of staff at once if they know that bullying is taking place in line with our policy on whistle-blowing;
- All reported incidents are recorded and investigated at once. We always monitor reported incidents. Records of any incidents are kept securely and monitored so that patterns of behaviour can be identified and action taken as appropriate;
- We have a strong and experienced pastoral team including Form Tutors, Form Teachers, Heads of Year and Pastoral Leaders who support the Designated Safeguard Lead and are trained in handling any incidents as an immediate priority, and who are alert to possible signs of bullying;
- Our pastoral team gives support and guidance to other staff on handling and reporting incidents, and on the follow-up work with both victims and bullies;
- Counsellors are an important part of our Senior School pastoral support service, providing specialist skills of assessment and counselling. This is available to give confidential advice and counselling support to pupils who can refer themselves to

him/her when they have social, emotional or behavioural concerns. On occasion, a member of our pastoral team may refer a pupil to him/her as appropriate;

- The School Chaplains will give support and guidance to pupils of all faiths who are able to refer themselves to him/her whenever they wish). The Chaplain will provide confidential advice and seek to encourage the development of tolerance, understanding and respect for others.
- All new members of staff are given guidance on the Foundations anti bullying policy and on how to react to and record allegations of bullying at Coventry School Foundation. All school staff understand the principles of the school policy, the legal responsibilities, actions to be taken to resolve and prevent problems and sources of further support;
- Staff are always on duty at times when pupils are not in class and patrol the Foundation sites, particularly areas where bullying might occur. They are trained to be alert to inappropriate language or behaviour;
- Our Medical Centres display advice on where pupils can seek help, including details of confidential helplines and websites connecting to external specialists such as ChildLine;
- Senior Schools operate a peer counselling scheme, whereby trained older pupils are encouraged to offer advice and support to younger pupils. Junior Schools encourage older pupils to support younger pupils and the general school community through taking positions of pastoral responsibility;
- We provide leadership training to our Senior School Captains or Heads of School and their team of prefects/heads of House/senior pupils which specifically covers the importance of offering support and assistance to younger and to vulnerable pupils;
- We reserve the right to investigate incidents that take place outside Foundation hours, on Foundation visits and trips and that occur in the vicinity of the Foundation, involving our pupils;
- We welcome feedback from parents and guardians on the effectiveness of our preventative measures;

### **Cyberbullying - Preventative Measures**

In addition to the preventative measures described above, the Coventry School Foundation:

- Expects all pupils to adhere to its charter for the safe use of the internet. Certain sites are blocked by our filtering system and our IT Department monitors pupils' use;
- May impose sanctions for the misuse, or attempted misuse of the internet;
- Issues all pupils with their own personal Foundation email address;
- Offers guidance on esafety and the safe use of social networking sites and cyberbullying in pastoral and Computing / ICT lessons which covers blocking, removing contacts from 'friend' lists and sharing personal data;
- Offers guidance on keeping names, addresses, passwords, mobile phone numbers and other personal details safe;

- Does not allow the use of mobile phones in classrooms, public areas of the schools, or where they may cause annoyance to others;
- Does not allow the use of cameras / mobile phone cameras in toilets, washing and changing areas.

### **Procedures for Dealing with Reported Bullying**

Coventry School Foundation ensures that all instances of or concerns about bullying and cyberbullying on and away from school premises are easy to report and that they are recorded properly. Records of instances of bullying and allegations of bullying will be kept to enable the school to identify patterns of behaviour and to evaluate the effectiveness of our anti-bullying policy.

If an incident of bullying is reported, the following procedures will be adopted:

- The member of staff to whom it was reported, or who first discovers the situation, will control the situation, reassure and support the pupils involved.
- He/she will inform an appropriate member of the pastoral team as soon as possible.
- The member of staff will calmly explain, if appropriate, the range of disciplinary and support measures that are potentially involved.
- The victim will be interviewed on his/her own (or, if appropriate, with a suitable person present for support) and asked to write an account of events.
- The bully / bullies, and all others who were involved, will be interviewed individually (or, if appropriate, with a suitable person present for support) and asked to write an account of events.
- The incident should be recorded and signed and dated before it is given to the relevant pastoral leader who is responsible for securely keeping all records of bullying and other serious disciplinary offences.
- All relevant pastoral staff (and in serious incidents the Head) will be informed.
- The victim will be interviewed again at a later stage by a member of the pastoral team, separately from the alleged perpetrator. He/she will be offered support to develop a strategy to help him or herself. It will be made clear to him/her why revenge or retaliation is inappropriate.
- The alleged bully will be interviewed again at a later stage by a member of the pastoral team, separately from the victim, and it will be made clear why his/her behaviour was inappropriate and caused distress. He/she will be offered guidance on modifying his or her behaviour, together with any appropriate disciplinary sanctions as set out in the school's Behaviour Policy; for example, detention, withdrawal of privileges or suspension from school. The school may exclude a pupil, either temporarily or permanently, in cases of severe or persistent bullying or in the event that the support put in place for the bully does not result in the modification of behaviour to an acceptable level.
- The parents/guardians of all parties will be informed and may be invited into school to discuss the matter. Their support will be sought.
- A way forward, including where appropriate disciplinary sanctions and counselling, should be determined and where possible, agreed with all parties. This should

recognise that suitable support is needed both for pupils who are being bullied and for pupils who bully others, as well as dealing with disciplinary measures in accordance with the school's Behaviour Policy if appropriate.

- As part of this process, a meeting involving all the parties, with close staff supervision, may be convened to help develop a strategy which enables all concerned to close the episode.
- A monitoring and review strategy will be put in place and put on record.
- In very serious cases, where a bullying incident is of a child protection concern and where there is reasonable cause to believe that a child is suffering or likely to suffer significant harm, child protection procedures will be followed. (ISSRs para 143 (c)) The Head will be involved and it may be necessary to make a report to the Police or to the Social Services. However, it is the policy of the Coventry School Foundation to attempt to resolve such issues internally under the Foundation's own disciplinary procedures, unless the matter is of such gravity that a criminal prosecution is likely.

## **EYFS Children**

Even the youngest pupils at Coventry School Foundation are encouraged to behave towards each other with kindness and consideration. They have to learn to look after their own possessions and to respect other's possessions. We expect them to be honest, helpful and polite, and to work hard and to listen to others. They should respect everyone and learn to value differences and diversity. The Head of Early Years is in day-to-day charge of the management of behaviour in the EYFS Department.

We explain to children why some forms of behaviour are unacceptable and hurtful to others. We rarely need to impose sanctions in the EYFS but occasionally, a child may be sent to see the Head of the Pre Prep/Junior/Prep school, who will explain the inappropriateness of a particular action but such instances are rare.

Parents are always informed when a notable incident has occurred and any sanction or significant reproof is needed. In cases of repeated instances of hurtful or inappropriate behaviour, parents will be invited into school to discuss the situation with their child's Teacher, Key Worker, Head of Early Years, Head of Pre Prep or Head as necessary, to agree a joint way of handling the difficulty.

Copies of our Behaviour Policy for our EYFS children are available at school on the school's website for parents and children to read together.

## **Complaints Procedure**

Parents and pupils are encouraged to use our Complaints Procedure (which is published on our website) if they feel that concerns about bullying (or anything else) are not being addressed properly. If EYFS parents are unhappy with the way in which a complaint has been handled they have the right to refer a complaint directly to Ofsted. The complaints policy explains how to complain to Ofsted.

## **Review**

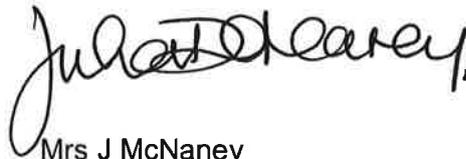
This policy is to be reviewed by 7 February 2019 or on change of higher policies.

**Drafted By**



Mrs Jacqui Hammond  
Director of Finance and Operations

**Endorsed By**



Mrs J McNaney  
Chair of Governors

**Annexes:**

- A. Coventry School Foundation Bullying Pastoral Lead Register
- B. Bablake School Supplementary Information
- C. Bablake Junior School and pre Prep Supplementary Information
- D. King Henry VIII School Supplementary Information
- E. King Henry VIII Prep School Supplementary Information

**Distribution:**

Foundation Governors  
Foundation School Heads  
Foundation Pastoral Leads  
School Staff Handbooks

**Coventry School Foundation Anti-bullying Lead Register**

The following are the respective Pastoral Leads within each of the Foundation Schools.

**Bablake Senior School**

Mrs Gill Press (Deputy Head Pastoral)

**Bablake Junior School**

Mr Lorrian Holder (Deputy Head)

**Bablake Pre Prep**

Mrs Tracy Horton (Head of Pre Prep)  
Mrs Sorcha Robinson (Head EYFS)

**King Henry VIII School**

Dr Michele Cuthbert

**King Henry VIII Prep School**

Miss Caroline Soan (Deputy Head Pastoral)  
Mrs Kate Price (Deputy Head – Hales Campus)  
Mrs Kate Parkes (Strategic Lead – EYFS)

In the absence of the Pastoral Leader, staff should speak with the Head of the appropriate School.

**ANNEX B TO  
ANTI BULLYING POLICY  
DATED 7 FEBRAURY 2019**

**Bablake School Anti Bullying Guidance**

Refer to Bablake Senior Staff Handbook

**ANNEX C TO  
ANTI BULLYING POLICY  
DATED 7 FEBRAURY 2019**

**Bablake Junior School and Pre Prep Anti Bullying Guidance (To Include EYFS)**

Refer to Bablake Junior Staff Handbook.

**ANNEX D TO  
ANTI BULLYING POLICY  
DATED 7 FEBRUARY 2019**

**KHVIII Senior School Anti Bullying Guidance**

Refer to KHVIII Senior Staff Handbook Appendix 1, pages 6-9.

**KHPS Anti Bullying Guidance (To include EYFS)**

Refer to KHPS Staff Handbook.

## **Anti-Bullying – Bablake School**

**ALL MEMBERS OF BABLAKE SCHOOL MUST BE AWARE OF THIS POLICY ON BULLYING WHICH WILL BE RIGOROUSLY ENFORCED.**

### **INTRODUCTION**

**As a school we believe that the pupils have the right to learn in a supportive, caring and safe environment without fear of being bullied.**

The long-term effect of persistent bullying can make young people feel unhappy, insecure, threatened, excluded and isolated. It may cause them to have low self-esteem so that they become withdrawn, anxious, or reluctant to attend school and less willing to take social, intellectual or vocational risks.

**Bullying is when an individual pupil or group of pupils, through repeated, wilful, deliberate, conscious actions cause other pupils to feel hurt, distressed, intimidated and/or fearful.**

Bullying can take many forms and each type is not exclusive:-

**Physical** - including physical violence, damage to belongings, threats and extortion.

**Verbal** - in particular name calling, insulting comments (about the individual and/or their family), malicious teasing, offensive remarks, humiliation.

**Emotional** - in particular indirect – spreading malicious rumours, excluding individuals from social groups by deliberately leaving them out or influencing/encouraging others to do so, inappropriate body language, invasion of space.

**Cyberbullying-** inappropriate/offensive phone calls/text messaging/emails/messaging or photographs/video messaging via the internet or mobile phone

In addition **racial, religious, sexual, homophobic bullying** and **bullying related to disability or transgender** are unacceptable.

The school also recognises that children are capable of abusing their peers. ‘Peer on peer abuse’ is never to be tolerated or passed off as banter. The school is aware of the different gender issues that can be prevalent in peer on peer abuse, for example, girls being sexually touched or boys being subjected to initiation/hazing type violence. All peer on peer abuse will be managed in accordance with CSF Child Protection Policy and a bullying incident of this nature, will be treated as a child protection concern where there is reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm. In such cases it will warrant a response under Child Protection procedures rather than the Foundation's Exclusions Policy.

This Anti-Bullying Policy is reinforced by the School Discipline and Behaviour Policy, through the Code of Practice for Computer Use and Internet Security Policy Use (Acceptable Use Policy), by the Life Choices Policy and is reflected in the school ethos. It is also reinforced through tutorial time, questionnaires, the Life Choices Programme, the Peer Support system, assemblies, staff meetings and the Pastoral Care system. The school seeks to promote good

citizenship, positive relationships and to make the school community aware of the unacceptability of bullying behaviour. Bullying behaviour is antisocial, is damaging to the individual, is wrong and will not be tolerated at Bablake.

### **AIMS AND OBJECTIVES**

- To create a caring, supportive, happy, safe environment where pupils can learn effectively and develop as valued individuals.
- To develop a culture in which bullying is not tolerated and is challenged.
- To encourage pupils who are bullied, those who witness bullying and those who hear about incidents of bullying to speak out and to report them to an adult.
- To investigate incidents of bullying (and alleged bullying) fully and to effect the school disciplinary procedures if necessary.
- To work with parents, victims and the bully/bullies – recognising that in different ways all parties may require support.

### **REPORTING BULLYING**

- The school encourages pupils to **‘Speak Out’** as bullying thrives in a climate of silence. Pupils who are being bullied or onlookers who have witnessed bullying should report the incident as soon as possible. In the first instance in school pupils should speak to their Form Tutor or any member of staff they feel comfortable with, including the School Nurses, Support Staff, Form Prefects or Peer Supporters will also offer support. Incidents may also be reported via tootoot log in.
- Form Prefects and members of the support staff will seek the advice of a member of the teaching staff and refer the incident/information on.

### **Procedure**

- The events reported by the bullied pupil will be recorded by the adult and the bullied pupil should record the details of the incident in writing.
- The member of staff will investigate the incident or they may, depending on the seriousness/nature of the bullying, refer it on to a more senior member of staff.
- The bully should write an account of the incident.
- The member of staff should record all discussions with both/all parties.
- In cases of cyberbullying pupils should keep relevant evidence for any investigation eg. saving text messages, taking screen capture shots, printing out conversations and noting web addresses. These should be given to the member of staff to whom the incident is reported.
- After discussion and when it is clear that bullying has taken place, the appropriate measures/ sanctions in line with the School Disciplinary Procedures and “Acceptable Use Policy” will be actioned. Incidents will be dealt with at different levels depending on the incident.
- We would anticipate that most incidents can be dealt with by the Form Tutor. More serious or repeated incidents will be referred to the Year Head/ Deputy Heads or, if necessary, the Headmaster.
- At the first level parents will be informed at the discretion of the Form Tutor. In cases of persistent bullying the parents/carers of the pupil will always be informed.
- Should a pupil be suspected of involvement in an incident of cyberbullying which is serious in nature and may require in depth investigation the pupil’s mobile phone may be confiscated and, if appropriate, searched.

- Should the content of cyberbullying be illegal the police will be contacted to determine what needs to be kept for evidential purposes.
- Pupils involved in a bullying incident, both the bully and the victim, will be monitored periodically to ensure the bullying has stopped and to prevent a recurrence.

## **RECORDS**

**Bullying incidents should be recorded in SIMS by the Year Head. If there have not been any further incidents and, at the discretion of the Year Head, the record will be removed. However, a record of a serious bullying incident will be held on the pupil's personal file until sufficient time has elapsed for a Deputy Head or the Headmaster, in consultation with other staff, to feel confident that the pupil has reformed.**

## **SUPPORT**

- Support is given to the victim by taking their concerns seriously and by investigating and dealing with the incident quickly and, depending on the incident, by enlisting help and support from friends and classmates. The victim will be given strategies to deal with any further incident and it will be reinforced that a member of staff must be told immediately. Staff will be asked to monitor and report any concerns they have immediately. In the case of serious, repeated bullying, parents of the pupil bullying will be informed of the incident, the action being taken and, after discussion, the consequences to the pupil should there be any further incidents. Counselling/support can be arranged if needed or requested.
- Whilst the school considers bullying behaviour to be totally unacceptable it is recognised that sometimes pupils demonstrate this behaviour as a result of their own problems. They will be offered the opportunity to discuss these and, in order that the bully has the chance to change their behaviour, support will be offered through school and outside agencies if appropriate. Parents will be informed and will be asked to assist with this support.

## **ADVICE AND GUIDANCE**

### **For pupils**

Bullying is unacceptable. Unfortunately, at times it happens in all schools and also in work places. It happens to children and adults but it will only thrive where there is silence and fear.

We have a "Speak Out" Policy.

- If you are bullied remember that there is nothing wrong with you. Do not blame yourself for what has happened. You have taken the correct action by reporting the incident.
- Do not retaliate or, in the case of cyberbullying, return the message or continue with the conversation. Block contacts, change contact details. In all cases save the evidence and report the incident.
- Take action if you see bullying occurring. Watching and doing nothing can suggest support for the bully. 'Speak Out'.
- Do not tolerate bullies in your circle of friends. If anyone is acting badly, tell them – 'Speak Out'. Do not be fearful of them. Do they need help?
- Although it may be difficult, 'Speak Out' – whether you are a victim, an onlooker, or are directly involved in bullying, tell an adult in School, your Form Prefect, Peer Supporter, or a friend who will act on your behalf in telling an adult, send a message to

[tootoot using your personal log in details.](#) You could also hand a note into the School Office in an envelope with the member of staff's name on it whom you wish it to go to.

- If you are bullying and need someone to talk to about the difficulties you are having seek out a member of staff, the school nurse or friend to act on your behalf. 'Speak Out' before being found out.

## **ADVICE AND GUIDANCE**

### **For Parents**

#### **General**

- Watch for signs of distress in your children. There could be an unwillingness to attend school, a pattern of headaches or stomach aches, equipment that has gone missing, request for extra pocket money, damaged clothing or bruising.
- Take an active interest in your child's social life. Discuss friendships, how break/lunchtime is spent and the journey to and from school.
- First, tell them that their concerns are taken seriously and reassure them that telling you was the right thing to do.
- Advise them to avoid places where bullying is likely to happen and to tell an adult in school, for example a liked and trusted teacher. Reassure them that they will be given support. Bullies only thrive when they know their actions will go unreported.
- Discuss the incident with your child. Make a note of what they tell you. Keep a written record if the bullying persists. Should cyberbullying occur your child should save text messages, take screen capture shots, print out conversations and note web addresses. These and a written record will provide supportive evidence regarding **who, what, where and when.**
- Contact the Form Tutor/Year Head. Aim to devise strategies that will provide your child with support inside and outside school.
- Do not encourage your child to retaliate. It will only make matters worse. Such behaviour could be contrary to their nature. More positively, encourage your child to build up their friendship group.
- Advise your child not to buy the bully off with 'presents', (sweets, lunch, drinks etc) and that they should not give in to demands for money or for their property. If the latter happens they should tell an adult **immediately.**
- If the plan of action devised by the Form Tutor/Year Head does not result in an end to the bullying then contact the school again.

## **CASES OUTSIDE SCHOOL**

Whilst schools are not directly responsible for bullying that occurs off the premises we would endeavour to offer support to a pupil in school if there are difficulties. In serious cases parents may wish to contact a solicitor and ask for a letter to be sent to the bully's parents, informing them of the legal consequences of a recurrence of such behaviour.

Cyberbullying is unacceptable inside or outside school. Any incident involving the use of information technology to bully/defame fellow pupils or staff occurring outside school but impacting in school will be investigated, and suitable action will be taken.

**GP reviewed August 2018**