



ST JOHN'S COLLEGE
Cardiff

Anti-Bullying Policy

St John's College, Cardiff

ANTI-BULLYING POLICY

This policy applies to all sections of the School:

Sixth Form, Senior School, Junior School,
Infant School & Nursery.

Version: September 2025

Introduction

We are committed to providing a caring, friendly and safe environment for all of our students so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at St John's College. If bullying does occur, all pupils should be able to tell and know that incidents will be dealt with promptly and effectively. We are a *TELLING* school. This means that *anyone* who knows that bullying is happening is expected to tell the staff.

This policy has been written with regard to the guidance set out in the Department for Education 'Preventing and Tackling Bullying', March 2014. It also includes a separate section on cyber bullying. Safe and responsible use of electronic communication can be found in the Mobile Phones and other Mobile Devices Policy.

Aims and Objectives

- To create a happy, well-ordered and caring community and that we take bullying seriously;
- To raise awareness among students, parents, staff and Trustees as to what constitutes bullying behaviour;
- To communicate to students, parents, staff and Trustees why bullying is unacceptable, that it will not be tolerated and that victims will be supported;
- To communicate to students, parents, staff and Trustees what the school policy is on bullying, and follow it when bullying is reported;
- To reduce incidents of bullying through the implementation of appropriate strategies, preventative and proactive as well as reactive;
- To ensure that students have knowledge of, and access to, a support structure within the School so they can share worries and seek help;
- To implement strategies for treating bullies and victims which effect appropriate behaviour changes.

Definition of bullying

Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally (Preventing and Tackling Bullying). The main features of bullying are deliberate aggression, unequal power relationships, behaviour which results in pain or distress, bullying physical or emotional can cause psychological damage and even suicide.

Although bullying is not a specific criminal offence, there are laws which apply to harassment and threatening behaviour. Cyber-bullying can infringe criminal laws including the Harassment Act (1997) and the Communications Act (2003).

Verbal

Being insulting, threatening, abusive, offensive, hurtful, spreading rumours; using sarcasm; nasty teasing. Inappropriate hand gestures or groping

Racist

Offensive mimicry; racist taunts or jokes; wearing of provocative badges or insignia; racist graffiti; making fun of customs, accent or dress; refusal to co-operate or work with others of a different culture.

Homophobic, Transphobic and Biphobic Bullying

Homophobic, transphobic and biophobic bullying are the official terms that describe bullying motivated by the irrational hatred, intolerance, and/or fear of lesbian, gay, bisexual and transgender (LGBTQ) people. This can involve any hostile or offensive action against lesbians, gay males, bisexual, transgender people or those perceived to be lesbian, gay, bisexual or transgender. This may include a person receiving threats to 'out' them and tell their friends and family about their sexuality or gender, or being compared to LGBTQ celebrities or characters that portray particular stereotypes of LGBTQ people.

Sexual/sexist

Bullying because of gender or focusing on the issue of sex.

Emotional or Psychological

Behaviour or body language which others find intimidating, unfriendly, threatening, tormenting; excluding from friendship or working groups, spreading rumours, making silent or offensive phone calls, making things up to get other people into trouble or peer pressure to behave in inappropriate ways.

Physical

Violence of any form - pushing, kicking, punching, hitting, taking, pinching, biting and shoving and damaging or hiding belongings.

Additional Learning Needs and Disability

Bullying because of a specific learning need or physical or mental disability.

Religious

Bullying because of a person's religious belief.

Appearance or health

Bullying based upon appearance or health conditions.

Home circumstances

Bullying based on a person's home circumstances.

Cyber bullying

Cyber-bullying is the use of information and communication devices such as computers, laptops, tablets, gaming devices, mobile phones and services to bully, harass or intimidate an individual or group. It can be spoken or written or placed on computer/mobile text messages or images on camera phones/internet sites/chat rooms/social networking sites. It can be by posting or sharing insulting messages, rumours or photos online or sending offensive text messages. Additional information on cyber-bullying, on-line safety and how you can help protect your children on-line can be found on the school website

What can you do if you are being bullied in school or outside school?

- Remind yourself that you do not deserve to be bullied and that it is wrong;
- Try not to show that you are upset; try to look and sound confident;
- Try to ignore the bully; remember that they want a reaction and try not to give one;
- Stay with a group of friends/people. There is safety in numbers;
- Inform your tutor or any other member of staff immediately. They will take you seriously, and deal with the bullies in a way which will end the bullying and not make matters worse for you.
- Report incidents via the pupil 'Tell Me' platform. This can be done anonymously, using the QR code in the pupil diary.
- Do not be a bystander.

If you know someone is being bullied in school or outside school?

- Don't stand and watch; fetch help. Tell an adult immediately. Teachers have ways of dealing with bullying without getting you into trouble;
- If a friend tells you that they are being bullied try to persuade them to tell a teacher themselves. If this does not happen you should tell a teacher yourself;
- Do not condone, or pretend to condone bullying. Show that you and your friends disapprove;
- Be sympathetic and supportive to someone who may be being bullied;
- Be careful about teasing people or making personal remarks; if what you are about to say may be hurtful, do not say it.
- Report incidents via the pupil 'Tell Me' platform. This can be done anonymously, using the QR code in the pupil diary.

As a parent?

- Watch for signs of distress in your child, for example, they suddenly may not wish to attend school, feel ill regularly, or not complete work to a normal standard;
- If you feel your child may be a victim of bullying behaviour, inform the School immediately, by contacting your child's Tutor or Head of Year by telephone via the main School office (02920 778936) or via e-mail, with as many details as you can. Your complaint will be taken seriously and appropriate action will be taken;
- Discourage your child from hitting back as this will only exacerbate the issue;
- Encourage your child to talk to his/her tutor about any worries.

As a School?

- Offer positive role models in terms of mutual respect, listening and problem solving;
- Be aware of early signs of distress or withdrawal in pupils;
- Always listen, take seriously and act upon information received;
- Ensure that all accessible areas of the School are patrolled effectively;
- Use any opportunity to discuss aspects of bullying and the appropriate way to behave towards each other e.g. Assemblies, Form Time, the PSE Programme, appropriate opportunities in the curriculum such as drama, stories and poems, National Anti-Bullying Week in November, Odd Sock Day to celebrate difference.
- Build positive self-images among the pupils;
- Commend appropriate behaviour;

- Deal quickly, firmly and fairly with any complaints involving parents where necessary;
- Information for students about what to do if they are being bullied is displayed around the School, including contact details for Mrs Holland (Health & Wellbeing Officer) and Mrs Jones, Assistant Head, Pastoral;
- Where we suspect that a criminal offence may have been committed we will inform the police.

Action to be taken when bullying is suspected

If bullying is suspected we talk to the suspected victim, the suspected bully and any witnesses. If any degree of bullying is identified, the following action will be taken:

- The victim is offered support;
- A record of the incident is logged to enable patterns of behaviour to be identified;
- The perpetrator is reprimanded, sanctioned appropriately and warned that there must be no recurrence of such behaviour. Acts of bullying can lead to detentions, suspension or exclusion of the perpetrators from the school. Parents are informed where appropriate.

A more detailed explanation of how staff report, investigate and manage incidents is found below.

Sanctions must be applied fairly, proportionally, consistently and reasonably, taking account of any additional learning needs (ALN) or disabilities that students may have and taking into consideration the needs of vulnerable children.

Reporting, Investigating and Managing Incidents of Bullying

Reporting Bullying

- 1) Staff to whom an incident is reported, or who first discover an incident, must:**
 - stay calm and avoid making snap decisions or attaching blame;
 - make the situation safe, if necessary;
 - report the matter to the Form Tutor/ Head of Year / Head of Junior School / Head of Infant and Nursery (as appropriate) in the first instance.
- 2) Staff must write/type an account of any incident as soon as possible after reporting it.** Copies must be given to the Head of Year / Head of Junior School / Head of Nursery (as appropriate) the Assistant Head Pastoral and to the Deputy Head.
- 3) It is vitally important that all written records of incidents are stored appropriately by the relevant member of staff.** This is usually the Head of Year / Head of Junior School / Head of Nursery (as appropriate), but records of more serious incidents are kept by the Assistant Head Pastoral/ Deputy Head and/or the Headmaster. All incidents are updated on to the HoY incident log located in the HoY drive, HoY Confidential Communication Log or MyConcern depending on the seriousness of the incident.
- 4) The senior wellbeing prefects (R15 volunteers) on duty at break times, will report any unkind behaviour, bullying etc to the pupil's HoY (Head of Year).**

Investigating and Managing Incidents

It is important to note that not all incidents will require use of all of the following steps. In many cases, a quiet word of warning is sufficient to modify behaviour. In all cases, the level of response is determined by the facts that emerge from an investigation into an incident.

- Heads of Year / Head of Junior School / Head of Infant and Nursery (as appropriate) take responsibility for initial investigations of any reported incidents;
- students are interviewed in order to ascertain what happened;
- written statements may be required from all parties involved, signed and dated;
- if it is decided that further action is required then the Assistant Head Pastoral and the Head Teacher is informed;
- the students involved (both bully and bullied) may be brought together with a member of staff present to try to talk it through, with the aim of apology and reconciliation, **if this is appropriate;**
- clear guidelines for future behaviour are issued to both parties and a code of conduct agreed. Students should know that the situation will be monitored and know of the consequences if bullying continues. The sanctions which might be applied are set out earlier in this document; parents of the bully and bullied pupil/s should be kept informed, where necessary, at appropriate times during an investigation;
- Form Tutors / Class Teachers, Heads of Year / Head of Junior School / Head of Nursery (as appropriate) monitor the situation;
- if no improvement is seen then the Assistant Head Pastoral and the Head Teacher implements further sanctions;
- a student who persistently makes life unhappy for others may face suspension from School or being asked to leave the School in extreme cases.

A bullying incident should be treated as a child protection concern when there is 'reasonable cause to suspect that a child is suffering, or likely to suffer, significant harm.' Please refer to the appropriate section of the Safeguarding and Child Protection Policy.

The disciplinary sanctions have three main purposes, namely to:

- impress on the perpetrator that what he/she has done is unacceptable;
- deter him/her from repeating that behaviour;
- signal to other students that the behaviour is unacceptable and deter them from doing it.

The sanction process is as follows:

- lunch time detention (1)
- lunch time detention (2)
- third lunchtime detention issued in one term will be escalated to an after-school detention (1)
- second after school detention (2)
- internal suspension - 1/2 a day plus (1)
- internal suspension (2)
- external suspension – 1 day plus (1)
- external suspension (2)
- pupil may be asked to leave St John's College if further sanctions are required

During the sanction process, parents may be contacted by either the Head of Year, Mrs Jones (Assistant Head, Pastoral), Mr Taylor (Assistant Head, Admissions & External Relations) or the Head Teacher.

The Head Teacher or the Assistant Head Teachers, can expedite the sanction process at any point, if in their opinion, the severity of a particular incident warrants a higher sanction than usual.

Junior School, Infants and Nursery

It is recognised that younger children may require a different response as their understanding of personal relationships develop. The following guidelines are specifically given to staff in the Junior School and the Infants and Nursery (though many of them are applicable to the Senior School as well):

If there is evidence of a child bullying another child or children then staff action is as follows:

- intervene to stop the child harming the other child or children;
- explain to the child doing the bullying why his/her behaviour is inappropriate;
- give reassurance and support to the child or children who have been bullied;
- help the child who has been bullying to say sorry for his/her actions;
- ensure that the child who has been bullying receives praise when he/she displays acceptable behaviour;
- do not label children who bully;
- when a child has been bullying, this is discussed with his/her parents and a plan is worked out for handling the child's behaviour;
- when a child has been bullied, this is shared with his/her parents, explaining that the child who did the bullying is being helped to adopt more acceptable ways of behaving and that his/her parents have been informed. Also share how their child is being supported.

What Are the Signs of Bullying?

- suffer damage or loss to items such as clothing, property and School work more often than might be considered normal;
- suffer unexplained injuries;
- become withdrawn and be reluctant to say why;
- display a reduction in educational attainment, either gradually or suddenly;
- be reluctant to go to School;
- be reluctant to travel to and from School by bus, indicating problems during the journey;
- display unusual patterns of behaviour with regard to money and/or possessions;
- become depressed;
- be reluctant to eat or play normally;
- appear generally unhappy, moody and/or irritable;
- visit Mrs Holland (Health & Wellbeing Officer) or the first aid team more frequently than usual.

PSE lessons

We will use the following methods for helping children to prevent bullying during PSE lessons and when appropriate, these may include:

- having discussions with each other about bullying and why it matters;
- writing stories or poems or drawing pictures about bullying;
- reading stories about bullying or having them read to a class or assembly;
- making up role-plays;
- working through scenarios and discussing appropriate actions.

Staff Professional Development

Through appropriate continuing professional development (CPD) training and induction, all staff are made aware of the School's anti-bullying policy, including new staff and support staff.

Prevent Duty

This policy is written with regard to Prevent Duty Guidance. As such, School staff are aware of the risk posed to students of radicalisation and that all teachers have a statutory duty to report any concerns of this nature to the Police and the Local Authority.