Introduction
Definition of Bullying
Bullying is defined as a repeated, oppressive 'attack', or intimidation, by one or more pupils against a target: pupil, pupil group or even a teacher.

- The 'attack' could be verbal, physical, social or psychological or a combination of these;
- Distress, fear or harm is caused not just by a transient incident but by the threat of future, ongoing attack.

Communications technology (texting, e-mails, messaging, social network sites, Bluetooth, etc.) has also enabled a remote, potentially anonymous channel for many of the most disturbing and undermining forms of attack or intimidation – popularly referred to as **'Cyber-bullying'**. Cyber-bullying, unconstrained by time or place, can reach directly into a pupil's home refuge and is a most invasive and profound form of attack.

Aims
Every member of the school community should know that bullying is not tolerated at school or on the journey to and from school

- Pupils and staff should report every incident of bullying;
- Every incident of bullying will be dealt with by staff as it is reported.

Training
Heads of Key Stage ensure that tutors within their team recognise signs of bullying. Use of external trainers is made when appropriate. Use is made of appropriate agencies within Cardiff LEA, such as 'CAB' (Cardiff Against Bullying) which is delivered to pupils through assemblies and events.

School Environment
It is recognised that the environment of a school has an influence on the incidence of bullying. In School pupils are able to stay indoors or outside during break-times and lunch-time. There are hard-court areas and extensive playing fields. There are a range of activities for pupils every lunch-time. Pupils cannot access facebook facilities using the school ICT systems

Strategies Used
Good behaviour is expected and rewards are given when appropriate

- Pupils who report incidents of bullying are praised;
- When a 'bully' is caught in the act
    a) The 'victim' is removed from the situation to safety;
    b) Physical involvement is avoided;
    c) The 'bully' is sent to the Head of Year or member of the Leadership Team. In serious cases they may be withdrawn from lessons immediately.

- When an incident is reported
    a) Written statements are obtained from those involved;
    b) The Head of Year or member of Leadership Team investigates each incident. The form tutor is kept informed;
    c) If bullying has occurred the most appropriate action is chosen from a range of sanctions for each case;
    d) Exclusion may be used in extreme cases where all other strategies have failed. Counselling is sometimes an effective strategy for both the bully and the victim;
    e) Incidents are recorded on the pupil's personal record;
    f) Bullying incidents involving racism will be recorded on the SIMS/Classcharts database;
    g) The bully is encouraged to apologise to the victim either verbally or in writing.
    h) Restorative Justice may be used in some circumstances.

Policy Approved: November 2020
Policy Review Date: November 2023