



ST PETER'S
PREPARATORY SCHOOL

Anti-Bullying Policy

Updated on 19 June 2026
by Amy Hughes
(Deputy Head, Pastoral)

Approved by Head: *Charlotte P. Jones*.

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Aims & Objectives

At St Peter's Preparatory School, 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 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.

At St Peter's we place the highest priority on the emotional wellbeing and mental health of all our pupils. We recognise that for children to thrive academically and socially, they must first feel safe, supported, and understood. As we implement this policy, we are fully committed to ensuring that the emotional and mental health of each child is considered and upheld in every decision we make. We believe that fostering a positive and nurturing environment is essential for helping our students develop resilience, confidence, and a sense of belonging. Our commitment to mental health and emotional wellbeing will guide our actions and ensure that every child receives the care, support, and attention they need to flourish both inside and outside the classroom.

St Peter's prides itself on its respect and mutual tolerance. Parents/ guardians have an important role in supporting St Peter's in maintaining high standards of behaviour. It is essential that school and homes have consistent expectations of behaviour and that they cooperate closely together.

This policy is available to parents of pupils and prospective pupils on our website and on request. It is also communicated to all staff and pupils.

Bullying, Cyberbullying, harassment, victimisation and discrimination of pupils or staff will not be tolerated. We treat all our pupils and their parents fairly and with consideration and we expect them to respect the staff, the school and each other, in return. All forms of bullying are unacceptable at our school and any instances will be recorded and, where appropriate, will result in disciplinary action.

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

Definition of Bully

Bullying can be defined as "The repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. Bullying can be physical, verbal or psychological. It can happen face to face or online." (Anti Bullying Alliance. Definition of Bullying).

Several Times On Purpose" (STOP) is a phrase used to define bullying as repeated, intentional harmful behavior, differentiating it from one-off incidents or accidents. It highlights that bullying involves both repetition and intent to harm someone, often within an imbalance of power.

Put another way, bullying is the intentional hurting, it is 'targeted, persistent or unprovoked, harming or humiliating of another person by physical (including any threat of or use of violence of any kind), sexual, verbal (including via 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 sexual or sexist, homophobic, racist, which focus on religion or cultural or family background, special educational needs, disabilities or physical attributes (such as hair colour or body shape). It may also be unpleasant in other ways.

Bullying can happen anywhere and at any time and can involve anyone - pupils, other young people, staff and parents.

DEFINITION OF CYBERBULLYING

Cyberbullying can be defined as "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"(Belsey, <http://www.cyberbullying.org/>). It is an aggressive, intentional act carried out repeatedly over time, often against a victim who cannot easily defend himself/herself.

Cyber-bullying could involve communications by various electronic media, including for example:

1. Texts, instant messages, group chats or calls on mobile phones/lpads;
2. The use of mobile phone/lpads camera images to cause distress, fear or humiliation;
3. 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);
4. Using e-mail to message others in a threatening or abusive manner; or
5. Hijacking/ cloning email accounts.

THE SCHOOL'S RESPONSE TO BULLYING

At St Peter's, we always treat bullying very seriously. It conflicts sharply with the school's social and moral principles, and potentially with its policy on equal opportunities, and will not be tolerated. The School will never dismiss or downplay bullying as banter or horseplay, and all reported incidents of bullying will be dealt with by staff in accordance with this policy. Staff will reassure any victim(s) that they are being taken seriously and that they will be supported and kept safe.

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 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 to have been copied, interfered with or spoilt 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 Sick Bay 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 of some of the above symptoms, a repetition or combination of these possible signs of bullying should be investigated by parents and teachers and reported/ recorded as appropriate (see below).

BULLYING - PREVENTATIVE MEASURES

We take the following preventative measures in order to ensure that bullying does not become a problem which is associated with St Peter's:

Pupils

- The School promotes an ethos of good behaviour where pupils treat each other with respect at all times, inside and outside of school
- All new pupils (including our youngest pupils) are briefed thoroughly on the School'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.
- We use appropriate assemblies to explain the school policy on bullying. Our PSHE programme is structured to give pupils an awareness of their social and moral responsibilities as they progress through the School. The programme is structured to enforce messages about community involvement and taking care of each other.
- Other lessons, particularly R&P, English and Drama highlight the issue of bullying and reinforce this message by developing social skills and by teaching moral and spiritual values that show bullying to be unacceptable.
- All our pupils are encouraged to tell a member of staff at once if they know or suspect that bullying or any intentional unkindness is taking place.
- We regularly have our Time to Talk sessions with our Independent listeners.
- Our Health and Wellbeing Hub displays advice on where pupils can seek help, including details of confidential helplines and websites connecting to external specialists, such as Childline, Kidscape, Get Connected, and the Samaritans.
- Our Circle of Care poster is all around the school which highlights who the children can talk to. All children complete their own circle of care.

Staff

- Upon induction, all new members of staff are given guidance on the school's anti-bullying policy and on how to react to and record allegations of bullying at St Peter's.
- All School staff understand the principles of the school policy, their legal responsibilities, actions to be taken to resolve and prevent problems and sources of further support.

- All reported incidents are recorded and investigated at once. We always monitor reported incidents. Records of any incidents are kept on CPOMS in order that patterns of behaviour can be identified and monitored. We have a strong and experienced pastoral team of Tutors, Heads of School, who support the Deputy Head (Pastoral) 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. We can use external providers who can provide specialist skills of assessment and counselling. They are available to give confidential advice and counselling support to pupils when we refer, if we feel they have social, emotional or behavioural concerns.
- Staff are always on duty at times when pupils are not in class and patrol the school site, particularly areas where bullying might occur. They are trained to be alert to inappropriate language or behaviour.
- The School has the right, and duty, to investigate incidents of bullying involving our pupils which take place outside school hours, on school visits and trips or that otherwise occur outside of school whilst the children are within our responsibility. The School has the right to take disciplinary measures in respect of such acts.
- Staff will always consider the motive behind bullying behaviour and whether it raises any concerns for the welfare of the perpetrator(s). If staff reasonably suspect that a pupil may be suffering, or is likely to suffer significant harm, they should follow the procedures set out in the School's Child Protection and Safeguarding Policy and discuss their concerns with the School's Designated Safeguarding Lead (DSL) without delay.

Parents

This policy is readily available on the School's website and by hard copy on request.

- We encourage close contact between the staff and parents/ guardians, and will always make contact if we are worried about a pupil's well-being;
- If parents know or suspect that their child, or another pupil, is being bullied, they should contact the School without delay. All concerns will be taken seriously; and
- We welcome feedback from parents and guardians on the effectiveness of our preventative measures and all other aspects and results of this anti-bullying policy.

RESPONDING TO CYBERBULLYING

Most cases of cyberbullying will be dealt with through the school's existing Anti-bullying Policy and this must remain the framework within which incidents of bullying are investigated. However, some features of cyberbullying differ from other forms of bullying and may prompt a particular response. The key differences are:

- impact: the scale and scope of cyberbullying can be greater than other forms of bullying
- targets and perpetrators: the people involved may have a different profile to traditional bullies and their targets
- location: the 24/7 and anywhere nature of cyberbullying
- anonymity: the person being bullied will not always know who is bullying them
- motivation: some pupils may not be aware that what they are doing is bullying
- evidence: unlike other forms of bullying, the target of the bullying will have evidence of its occurrence
- it is possible that a member of staff may be a victim and these responses apply to them too.

Guidelines to prevent Cyberbullying and to ensure appropriate use of devices in School

Pupils are not permitted to possess mobile phones in School, or on School trips, under any circumstances. If they are brought in for any reason (such as needing one for the weekend with another family, etc.) they should be handed to the pupil's tutor or the trip leader, straight away, for safekeeping.

1. Photographs

Photographs are valuable records of process, progress and achievement and are positively encouraged. However, in line with the School's Acceptable Use Policy (AUP) for ICT, images of pupils, whomever they are taken by, must never be uploaded to external sites without permission from the relevant parent/s or carer/s. A school camera/lpad is always used for recording images.

2. Use of Internet-connected devices in School

Any device using the School system to access the internet, by any user, at any time, does so through the School's system proxy server, which requires authentication. This means that all internet traffic is filtered and monitored and is traceable to the authenticated user. All internet traffic and email is logged and recorded. Any breach of the AUP may result in the user's access being suspended or withdrawn. Breaches which may constitute an offence in law may also result in the police becoming involved.

3. Online safety

Pupils receive training in e-safety, mainly through ICT lessons but also, variously, through tutor time, assemblies and external speakers, for example. The points covered include, but are not limited to:

- Log-on security, strong passwords and keeping identity safe.
- The risks associated with uploading images or information about themselves
- Grooming
- Use of chat sites and the difference between real and online 'friends'.
- Harmful sites and the risk of hacking through accessing pirated material
- Cyber-bullying
- How to access help if they feel uncomfortable about a situation.

Action Procedure

All reported incidents of bullying are dealt with using a consistent approach, which is detailed below in Appendix 1.

As soon as a case is brought to light, the victim's form tutor should start an incident log using the Bullying Incident Record Form. A copy of the bullying procedure is printed on the reverse, to ensure consistency.

In all cases, the Heads of School and the Deputy Head (Pastoral) should be informed as soon as possible, to ensure that correct procedures are being followed and that any patterns developing can be instantly recognised.

It is important to recognise that procedures for resolving the situation should include work with both the "victim" and the "aggressor" in order to maximise prospects of a successful long-term solution.

Staff should ensure that communication is written up on CPOMS for each parental discussion related to the incident/s.

Close monitoring and follow up work by staff will be required after the incident is resolved. This should, in most cases, be coordinated by the form tutor in consultation with the Heads of School and/or the Deputy Head (Pastoral).

COMPLAINTS PROCEDURE

Parents and pupils are encouraged to use our Complaints Procedure (which is published on our website) if they feel that any concerns about bullying (or anything else) are not being addressed properly.

Procedures for Dealing with Reported Bullying

The School ensures that all instances of, or concerns about bullying and cyberbullying, both 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 on the Deputy Head (Pastoral) files, and also on pupil files. Records will also be kept on files relating to safeguarding where appropriate, in order to enable the School to identify patterns of behaviour and to evaluate the effectiveness of this anti-bullying policy.

The School recognises that pupils are likely to report bullying to someone they trust: this could be any member of staff. The School also recognises that children may not find it easy to tell staff about bullying verbally and that instead they may show signs or act in ways they hope adults will notice and react to. It is also recognised that an incident may come to a member of staff's attention through a report of a friend, or by overhearing conversations. Staff will be trained in handling an allegation and will be aware that they must listen to the pupil, not ask leading questions, and make a written record of the allegation to the best of their ability.

The School also recognises that a first disclosure to a trusted adult may only be the first incident reported. It is not necessarily representative of a singular incident. Staff will take all reports seriously regardless of how long it has taken for the child to come forward. Staff will act immediately and will support the victim(s) when they raise a concern.

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

1. The member of staff to whom the incident was reported, or who first discovers the situation, will control the situation (the "Case Handler"), and will reassure and support the pupils involved, without promising absolute confidentiality;
2. The Case Handler will inform an appropriate member of the School's pastoral team about the bullying allegation as soon as possible;
3. Where an issue of pupil behaviour or bullying gives 'reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm', staff should follow the procedures set out in the School's Child Protection/Safeguarding Policy rather than the procedure set out below.
4. The victim(s) and the alleged perpetrator(s) will each be interviewed individually by the Case Handler on their own (or, if appropriate, with a suitable person present for support) and asked to write/explain their account of events;

5. Where the Case Handler considers that the reported bullying behaviour may be criminal, or considers that there may be a risk of harm to someone, the Case Handler will discuss this with the Head, and will report the matter to the Police without delay, if considered necessary. The School will then follow the procedures set out in the Child Protection and Safeguarding Policy as well as any guidance from the Police;
6. The incident(s) should be recorded on 'CPOMS' and dated by the Case Handler. It should then be given to the Deputy Head (pastoral) who is responsible for securely storing all records of bullying and other serious disciplinary offences. If it is not practicable to use the incident form, the incident must still be written down, signed, and dated by the Case Handler, and held securely by the Deputy Head (pastoral).

Bullying / Serious Behaviour Incident Form

Please refer to the incident management procedure on the reverse of this form.

Form Tutor:	Date of Incident
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Alleged victim/s:

Brief account of the situation/Incident. Please attach written accounts from all children involved

Action Taken: Communication with DHPC, Parents, Pupils etc..)

Deputy Head (Pastoral Care) informed:

Communication:

Sanctions log in schoolbase/CPOMS bullying log updated:

Head:

Outcome:

Parents informed:

Sanctions /Support Follow Up

Date discussed at staff meetings

Bullying / Poor Behaviour Incident Checklist

1. Report & Record

- ☐ Incident reported (pupil, parent, or staff)
 - ☐ Form Tutor informed **immediately**
 - ☐ Incident recorded on *Bullying/Incident Form*
-

2. Initial Action

- ☐ Head of Pre-Prep / Lower / Upper School informed
 - ☐ Severity of incident assessed
 - ☐ Decision made:
 - ☐ Serious incident route
 - ☐ Less serious incident route
-

3. Serious Incident Route

(e.g. physical bullying, serious verbal abuse)

Escalation

- ☐ Assistant Head (Pastoral Care) informed
- ☐ DoPC informed
- ☐ Relevant staff consulted
- ☐ Parents informed (if necessary)

Information Gathering

- ☐ Evidence collected
 - ☐ Statements gathered
 - ☐ Safety of all pupils ensured
-

Case Meeting (if needed)

- ☐ Meeting arranged with Head
- ☐ Parents spoken to by Head/DoPC
- ☐ Actions agreed

Sanctions (if applicable)

- ☐ Report card
 - ☐ Loss of free time
 - ☐ Other (per Behaviour Policy)
-

4. Less Serious Incident Route

(e.g. minor or first-time incidents)

Handled by Form Tutor

- ☐ Incident investigated
- ☐ Information gathered
- ☐ Parents/pupils informed
- ☐ Behaviour monitored over time
- ☐ Review date set

Follow-Up

- ☐ Mediation completed
 - ☐ Follow-up in tutor time
 - ☐ Liaison with Senior Tutor (if needed)
-

5. Ongoing Actions (All Cases)

- ☐ Sanctions applied (if needed)
 - ☐ Support provided to pupils
 - ☐ Communication maintained
 - ☐ All actions recorded
 - ☐ Behaviour monitored and reviewed
 - ☐ Board of Reference used (if needed)
-

6. External Referral (if required)

- ☐ Threshold assessed
- ☐ Referral made to:
 - ☐ MASH
 - ☐ Police
 - ☐ Children's Services

Revision History		
Date Revised	Changes	Reviewed By
19 June 2026	Included cyberbullying as a form of bullying	Amy Hughes, Deputy head, Pastoral
19 June 2026	Removed references to boarding	Amy Hughes, Deputy head, Pastoral
19 June 2026	Included reference to STOP	Amy Hughes, Deputy head, Pastoral
19 June 2026	Records stored on CPOMS (not in office)	Amy Hughes, Deputy head, Pastoral
19 June 2026	Added section on Procedures for Dealing with Reported Bullying	Amy Hughes, Deputy head, Pastoral
19 June 2026	Replaced flowchart with bullet point list	Amy Hughes, Deputy head, Pastoral