COPTHORNE PREPARATORY SCHOOL

ANTI-BULLYING POLICY 2025–2026

This is a whole-school policy and applies to all members of Copthorne Preparatory School, including EYFS.

Version: FOUR
Author: Mrs K McGregor, Head of School
Reviewed: August 2025
Review date: September 2026
Approved by: Mrs Anne Fletcher, Chair of Governors

---

1. Introduction

At Copthorne Preparatory School, every child has the right to learn and play in a safe, respectful, and fulfilling environment.

Definition:
Bullying is behaviour that is:

- Deliberate and repeated over time

- Intended to hurt another pupil or group, either physically or emotionally

- Often motivated by prejudice (e.g., race, religion, culture, gender, sexual orientation, disability, special educational needs, adoption, or being a carer)

Forms of bullying:

- **Physical** – hitting, kicking, taking belongings

- **Verbal** – name-calling, threats, discriminatory remarks

- **Social/relational** – exclusion, spreading rumours

- **Extortion** – demanding money or possessions

- **Cyber-bullying** – online messages, images, or misuse of social media, mobile phones, or email

Bullying is never acceptable and will not be tolerated. Every concern will be taken seriously and investigated.

2. Aims of the Policy

- Promote a culture where bullying is not tolerated
- Ensure pupils, parents, and staff know how to report concerns
- Outline clear procedures for prevention, investigation, and support
- Safeguard pupils and support their wellbeing, including access to trained staff, the school counsellor, life coach, and external agencies

3. Prevention

The school takes a proactive approach to prevent bullying through:

- **Curriculum** – weekly PSHE/RSHE lessons (Kapow scheme) covering respect, diversity, and differences between unkindness, teasing, and bullying
- **Assemblies & Tutor Time** – reinforcing kindness, inclusion, and the Copthorne Way
- **Anti-Bullying Week & Pupil Surveys (PASS)** – raising awareness and monitoring wellbeing
- **Celebration of Diversity** – through literature, assemblies, and events
- **Supervision** – monitoring classrooms, changing rooms, free time, and online activity
- **Technology Controls** – safe internet access, strict mobile phone rules, clear E-safety policy, regular INSET for staff, including strategies for supporting pupils with SEND and LGBTQ+ pupils
- **Wellbeing Support** – access to Wellbeing Guardian, counsellor, ELSA, and external agencies
- **Whole-School Behaviour Policy** – promoting respect and discouraging acts of unkindness

4. Reporting Concerns

Copthorne is a "telling school" – reporting bullying is encouraged and never considered 'sneaking'.

Pupils can report bullying by:

- Talking to their Form Teacher, Deputy Head, Head, Pastoral Lead, or any trusted adult
- Telling a friend, prefect, or older pupil who can help them seek adult support

Staff will:

- Stay alert to signs such as changes in behaviour, attendance, or work patterns

- Report all concerns immediately to the Deputy Head (DSL) or Pastoral Lead

Parents are encouraged to contact the school promptly if they have concerns.

---

5. Procedures

Stage 1 – Initial Response

- Listen carefully to the recipient and take notes

- Speak separately to the alleged perpetrator(s)

- For low-level incidents, facilitate a restorative conversation ("no blame" approach)

- Ensure both parties understand expectations going forward

- Record all notes on *My Concern*

Stage 2 – Escalation

- If bullying continues, the Deputy Head/Head will be informed

- Parents contacted

- Sanctions applied in line with Behaviour Policy

- Ongoing support for both the victim and perpetrator

Stage 3 – Formal Action

- Parents invited to a meeting with the Head/Deputy Head

- Clear warning of suspension if behaviour persists

Stage 4 – Serious/Repetitive Incidents

- Suspension or exclusion may be imposed at the discretion of the Head

---

6. Recording of Information

- Any incident that raises reasonable cause to believe a pupil is at risk of significant harm will be treated as a safeguarding concern and managed in line with the Safeguarding Policy.

- Repeated or serious cases are always referred to the Head.

- Records include dates, details, statements, actions taken, and any reasonable adjustments made. These are stored on *My Concern*, in pupil files, and in the Bullying Log.

- The DSL, SENDCo, and Matron (Wellbeing Guardian) review incidents regularly to identify patterns, evaluate interventions, and inform prevention strategies.

- Governors monitor anonymised records via reports from the DSL and Head to ensure oversight and statutory compliance.

---

7. Protection of the Recipient

- Wherever possible, a pupil's name will be kept confidential if they request it.

- Confidentiality will only be overridden if necessary to protect the child or others from harm.

- Pupils are reassured that action will always be taken, with the intention of improving the situation, and arranged at vulnerable times or location

---

8. Criminal Law

- While bullying itself is not a criminal offence, some behaviours may be unlawful under:

- Protection from Harassment Act 1997

- Malicious Communications Act 1988

- Communications Act 2003

- Public Order Act 1986

- In such cases, the school may seek advice from or involve the police.

---

9. Cyber-Bullying

- Cyber-bullying can occur at any time and potentially reach a wide audience.

- Staff may use their powers under the Education Act 2011 to search for and, if necessary, delete inappropriate files or images on electronic devices.

- Refer to the E-Safety Policy for further guidance.

---

10. Bullying Outside School Premises

- Copthorne staff can discipline pupils for misbehaviour occurring off-site, where it is reasonable to do so. This includes:

- Journeys to and from school

- School trips and visits

- Public spaces where behaviour impacts the school community

- When reported, such incidents will be investigated and acted upon.

- The Head may also decide to inform the police or local authority if behaviour is criminal or poses a risk to the public.

---

11. Negotiation and Action

- Our aim is to support both the recipient and the perpetrator in changing behaviour.

- The school reduces the power of the bully by redirection and positive intervention.

- Pupils know they can find staff support, and they know where key staff are located, such as the Deputy Head, Pastoral Lead, **Form Tutors**, Matron, and Head.

- ELSA support may be arranged for both parties if appropriate.

- Pupils and parents can also access external support:

- Childline: 0800 1111

- Kidscape Parent Helpline: 08451 205 204

- The school's ELSA is available for ongoing support with parental consent.

---

12. Follow-Up

- Staff will continue to monitor the situation closely, and pupils are encouraged to report if problems reoccur.

---

13. Bullying Involving Staff

- Allegations of bullying involving staff must be reported to a member of SLT. These will be addressed under the **Grievance Policy** and related HR procedures.

- **Related Policies**

- Safeguarding Policy

- Behaviour Management Policy

- E-Safety and Mobile Phone Policy

- Staff Code of Conduct

- Safer Recruitment Policy

- Whistleblowing Policy

- Low Level Concerns Policy

- Positive Handling/Restraint Policy

Review

- This policy is reviewed **annually by the Governors**.

- Governors monitor effectiveness through reports from the Head and DSL, analysis of incidents, and feedback from pupils, staff, and parents.