**ANTI-BULLYING & HARRASSMENT POLICY**

**2025-2026**

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| **ST ANDREW’S COLLEGE POLICY DOCUMENT** |
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St Andrew’s College is committed to providing a caring, friendly and safe environment for all our students and staff. Bullyingand harassment of any kind are not tolerated at our college. We expect all staff to be alert to bullying or harassment and to follow our anti-bullying and harassment procedures.

### **What is bullying?**

Bullying is unwanted, aggressive behaviour that involves a real or perceived power imbalance. The behaviour is repeated, or has the potential to be repeated, over time. Both those who are bullied and who bully others may experience serious, lasting problems, including physical, mental or emotional harm. Bullying includes actions such as making threats, spreading rumours, attacking someone physically or verbally, and deliberately excluding someone from a group. Bullying can occur between students or between staff and students.

It is important to be aware that students and staff may be more vulnerable to bullying due to protected characteristics including gender, sexuality, race, religion, or disability. Bullying on the basis of a protected characteristic will be taken particularly seriously and may also be treated as harassment under the Equality Act 2010.

### **What is harassment?**

Harassment is unwanted behaviour related to a protected characteristic that violates someone’s dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment for them. Harassment can be a single serious incident or a pattern of behaviour, and may overlap with bullying.

Bullying and harassment may be:

* **Physical** – pushing, kicking, hitting, pinching or any use of violence
* **Verbal** – name-calling, sarcasm, teasing, insulting, making threats, spreading rumours, or making comments which are racist, sexist, homophobic, transphobic, or which focus on disabilities or religious or cultural differences
* **Emotional** – being unfriendly, excluding, tormenting, graffiti, gestures
* **Sexual** – unwanted physical contact or comments of a sexual, sexist, homophobic or transphobic nature
* **Electronic or cyber** – using electronic forms of communication to bully or harass, e.g. text messaging, social media, chat rooms, emails, or posting offensive material online

### **Prevention of bullying and harassment**

St Andrew’s College aims to prevent bullying and harassment by:

* Promoting an environment where bullying and harassment are openly acknowledged and where ‘telling’ is safe and encouraged
* Building the confidence of students and staff by valuing them as individuals and celebrating success through regular awards and recognition
* Making students and staff aware of expected standards of behaviour and what constitutes unacceptable behaviour
* Including education about bullying, harassment and discrimination within the PSHE curriculum and staff training
* Welcoming diversity and promoting equality and inclusion
* Expecting all staff to provide a positive role model to students
* Ensuring clear communication between staff regarding student behaviour and wellbeing
* Being vigilant to signs of unhappiness, distress or change in character
* Ensuring adequate supervision of students
* Maintaining active membership with the Anti-Bullying Alliance ?????
* Displaying anti-bullying and harassment posters in all school buildings
* Making clear to students who they can speak to if they are the victim of bullying or harassment
* Giving advice on online safety and what to do in the event of negative contact online
* Including child-on-child abuse, bullying and harassment in annual safeguarding training for staff

### **Procedure**

When bullying or harassment is identified or suspected, the following action should be taken immediately:

* A senior member of staff should be informed, usually this would be the Deputy Head Boarding and Pastoral Care, but if unavailable for any reason another member of the Senior Leadership Team. They will then inform any other relevant staff, including the Designated Safeguarding Lead (DSL) where appropriate.
* The victim should be reassured, supported and kept safe.
* If the victim is a vulnerable adult or child, the DSL must be informed.
* Where appropriate, all those involved should be interviewed by a senior member of staff and written accounts recorded.
* Parents and / or guardians will be notified.
* Appropriate support will be given to the victim.
* Students or staff found to have bullied or harassed others will be given advice and support to help them manage their behaviour appropriately.
* Clear records must be made of all incidents and kept securely, to monitor trends and inform improvements.
* If the bullying or harassment is based upon a protected characteristic, this must be recorded so the college can monitor its success in promoting equality and diversity.

Bullying or harassment can become a child protection or safeguarding issue. If there is reasonable cause to suspect that a child is suffering or likely to suffer significant harm, the DSL must be informed and the Safeguarding Policy must be followed. This may include referring the case to the local Children’s Social Care team. Contact details are available in the college’s Safeguarding Policy.

### **Sanctions**

A verbal warning and a reminder of the college’s code of conduct will always be given where appropriate. Depending on the seriousness of the incident, the following sanctions may be applied:

* A formal written warning
* Being put on a behavioural report
* Involvement of parents or guardians
* Internal exclusion
* External exclusion
* Permanent exclusion from the college
* Reporting to the police if the behaviour constitutes a criminal offence

St Andrew’s College recognises that bullying or harassment may occur between students, between staff and students, or between fellow staff members (including administrative, teaching, residential, or support staff).

* If bullying or harassment is identified or suspected involving a staff member, the procedure above will be followed. However, any concerns regarding a staff member should be reported directly to
* the Head Teacher, Mrs Annette Poulain and will be investigated as set out in the Disciplinary Policy.

**This policy should be read in conjunction with the College’s Safeguarding Policy, Equality and Diversity Policy, Student Behaviour Policy, Staff Code of Conduct, and Disciplinary Procedures.**