

An Instructor Should:

- Be committed to providing a caring, friendly relationship and a safe environment for all our pupils
- Be aware that bullying of any kind is not acceptable
- If bullying does occur, all pupils should be comfortable in reporting all incidents, and that it is seen to be dealt with promptly and efficiently.
- No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Pupils who are bullying need to learn different ways of behaving.

ALL STAFF HAVE AN OBLIGATION TO RESPOND QUICKLY TO ISSUES OF BULLYING.

Procedures

A Teacher Must:

- Record and report all bullying incidents to the Principal or Secretary.
- Investigate thoroughly and stop any threat or actual incident immediately
- Attempt to change the behaviour of the bully
- The pupil must be asked to GENUINLEY apologise
- If possible, reconcile the pupils
- Monitor cases to prevent re-occurrence

Serious incidents must be reported to parents and they will be asked to meet to discuss the problems. Teachers must be present at this meeting, which will usually be before or after classes. In serious cases, suspension or exclusion from the school will be considered. If necessary or appropriate, the police will be informed.

YOU MUST MAKE PUPILS AND PARENTS AWARE THAT YOU TAKE BULLYING SERIOUSLY, AND SHOW THAT ACTION WILL BE TAKEN ON ALL REPORTS.

Remember that bullying takes many forms – Physical, verbal & CYBER. Bullying between students or staff members through the medium of mobile phones and the internet will also be looked into and taken just as seriously. Bullying knows no boundary of gender and is common to both sexes.

References to additional bullying activities are detailed within:

- Child Protection & Safeguarding Policy
- Student Code of Conduct Policy
- Parents & Carers Code of Conduct Policy

Signed R. Walker

Date 09/07/25

Print Name Robert Walker

Position Principal

