



Anti-Bullying Policy

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1. Introduction and Purpose

Cardiff Sixth Form College Cambridge is committed to providing a safe, respectful and inclusive environment in which all students can learn, live and participate in College life without fear of bullying, harassment, intimidation or discrimination.

Bullying is unacceptable and will always be taken seriously. The College seeks to prevent bullying wherever reasonably practicable, to identify concerns at an early stage and to respond promptly, proportionately and effectively when concerns arise.

The College recognises that bullying can have a significant impact on a student's physical and emotional wellbeing, education, relationships and sense of safety. It can occur face-to-face or online, within the College or boarding environment, while travelling to or from College, during College activities, or outside College where the behaviour has an impact upon students or the College community.

The College is particularly mindful of the additional vulnerabilities that may affect students who are living away from home, including international students and boarders.

This policy applies to all students at Cardiff Sixth Form College Cambridge, including students aged 18 and over. Where a student is under the age of 18, concerns will also be considered within the College's statutory safeguarding responsibilities.

This policy should be read alongside the College's:

- Safeguarding and Child Protection Policy;
- Good Behaviour and Sanctions Policy;
- Online Safety Policy;
- Equality, Diversity and Inclusion Policy;
- PSHE and RSE Policies;
- Student Handbook;
- Staff Handbook; and
- relevant Boarding policies and procedures.

Where an incident raises a safeguarding concern, the College's Safeguarding and Child Protection Policy takes precedence.

2. Legal and Guidance Framework

This policy has regard to relevant legislation and guidance, including:

- The Education (Independent School Standards) Regulations 2014, as amended;
- Keeping Children Safe in Education 2026;
- Preventing and Tackling Bullying: Advice for Headteachers, Staff and Governing Bodies, Department for Education;
- Behaviour in Schools: Advice for Headteachers and School Staff, Department for Education;
- The Equality Act 2010 and associated guidance for schools;

- The Children Act 1989 and Children Act 2004;
- Sharing Nudes and Semi-Nudes: Advice for Education Settings Working with Children and Young People, UK Council for Internet Safety;
- the National Minimum Standards for Boarding Schools; and
- relevant legislation relating to harassment, threatening communications and criminal behaviour.

The Education (Independent School Standards) Regulations 2014 require the proprietor to ensure that bullying is prevented, so far as reasonably practicable, through the drawing up and implementation of an effective anti-bullying strategy.

3. Aims of this Policy

The College aims to:

- create a culture in which bullying is recognised as unacceptable and is challenged;
- prevent bullying so far as reasonably practicable;
- ensure that students understand what bullying is and how to seek help;
- encourage students to report concerns about themselves or others;
- ensure that reports are listened to and taken seriously;
- respond promptly, fairly and proportionately to concerns;
- provide appropriate support to students who have experienced bullying;
- address and seek to change bullying behaviour;
- identify when behaviour may constitute a safeguarding concern or child-on-child abuse;
- recognise and challenge prejudice-based and discriminatory behaviour;
- ensure that boarding students are appropriately protected from bullying and harassment within the residential environment;
- identify patterns, locations, groups or circumstances associated with bullying;
- use information from incidents and student voice to inform preventative work; and
- ensure that staff understand their responsibilities for preventing, identifying, recording and responding to bullying.

4. Definition of Bullying

Bullying is behaviour by an individual or group that is usually **repeated over time and involves an imbalance of power**, and which intentionally hurts, intimidates, humiliates, excludes or causes distress to another person.

The imbalance of power may be physical, psychological, social or related to age, status, popularity, group size, access to information or technology, or another factor.

Bullying can be obvious or subtle. It may take place in person or online and can involve an individual student or a group.

A single incident would not normally constitute bullying under this definition. However, a one-off incident may still be serious and may constitute harassment, discrimination, sexual harassment, violence, abuse, threatening behaviour or another breach of College expectations. Such incidents will be

responded to appropriately and, where necessary, under the College's safeguarding or behaviour procedures.

The College will therefore not decline to act simply because behaviour does not meet the technical definition of bullying.

5. Forms of Bullying

Bullying may include, but is not limited to:

5.1 Physical bullying

This may include:

- hitting, kicking, pushing or other unwanted physical contact;
- damaging or taking another person's belongings;
- deliberately invading another person's physical space;
- threatening physical harm; or
- using physical intimidation or coercion.

5.2 Verbal bullying

This may include:

- name-calling;
- insults;
- threats;
- humiliating or degrading comments;
- repeated teasing;
- offensive remarks; or
- comments intended to intimidate or undermine another student.

5.3 Social or relational bullying

This may include:

- deliberately excluding a student;
- encouraging others to isolate someone;
- spreading rumours or malicious information;
- manipulating friendships or social groups;
- repeatedly embarrassing or undermining another student; or
- using social status or group influence to cause distress.

5.4 Online or cyberbullying

This may include bullying through:

- social media;

- messaging services;
- group chats;
- gaming platforms;
- email;
- websites;
- photographs, videos or edited images;
- fake or anonymous accounts; or
- any other digital or communication technology.

Online bullying can be particularly harmful because material may reach a large audience quickly, remain accessible for long periods and enter a student's home or boarding environment at any time.

The College may respond to online behaviour occurring away from College where it involves students at the College or adversely affects the welfare of a student, the College community or the orderly running of the College.

6. Prejudice-Based and Discriminatory Bullying

The College is committed to challenging prejudice, discrimination and derogatory language.

Bullying may be motivated by, or target, an actual or perceived characteristic of an individual or group. This may include behaviour connected with:

- race, nationality, ethnicity or culture;
- religion or belief;
- sex;
- sexual orientation;
- gender reassignment;
- disability or special educational needs;
- pregnancy or maternity;
- age;
- physical appearance;
- health or medical needs;
- family circumstances;
- socio-economic circumstances;
- being adopted, in care or previously in care;
- having caring responsibilities;
- language or accent; or
- another aspect of a person's identity or perceived identity.

The College will also challenge discriminatory or prejudicial language and conduct where it is not directed at a particular individual.

Behaviour does not have to be repeated before discriminatory or prejudicial conduct is addressed.

7. Bullying and Safeguarding

Bullying may constitute or be associated with a safeguarding concern.

Keeping Children Safe in Education identifies bullying, including cyberbullying and prejudice-based and discriminatory bullying, as a form that child-on-child abuse may take.

All staff must remain alert to the possibility that behaviour described as bullying may involve wider safeguarding concerns, including:

- physical abuse;
- sexual violence or sexual harassment;
- harmful sexual behaviour;
- abuse within intimate personal relationships;
- coercion or controlling behaviour;
- sharing nude or semi-nude images;
- exploitation;
- serious violence;
- harassment or threats;
- discrimination; or
- behaviour causing, or presenting a risk of, significant harm.

Staff must never dismiss harmful behaviour as "banter", "just a joke", "part of growing up" or an inevitable part of student relationships.

Where a concern involves a student under 18 and there is reason to suspect child-on-child abuse or another safeguarding issue, staff must report the matter to the Designated Safeguarding Lead or a Deputy Designated Safeguarding Lead in accordance with the Safeguarding and Child Protection Policy.

The College recognises that child-on-child abuse is a safeguarding concern for both the student who may have experienced harm and the student alleged to have caused harm. Appropriate support and risk management will therefore be considered for all involved.

For students aged 18 or over, serious concerns will similarly be assessed to determine whether safeguarding, welfare, disciplinary or external agency involvement is appropriate.

8. Sexual Harassment and Sexual Violence

Sexual violence and sexual harassment will not be treated simply as ordinary bullying.

This may include:

- sexual comments or remarks;
- sexualised name-calling;
- sexual jokes or taunting;
- unwanted sexual attention;

- sexualised online behaviour;
- sexual harassment;
- coercive sexual behaviour;
- non-consensual sharing of sexual imagery;
- upskirting; or
- sexual violence.

Any report or concern of this nature involving a student under the age of 18 must be reported to the Designated Safeguarding Lead or a Deputy Designated Safeguarding Lead and dealt with in accordance with the College Safeguarding and Child Protection Policy and current statutory guidance.

The College will not use restorative work or mediation as an automatic response to sexual violence, sexual harassment or other abusive behaviour.

9. Boarding Students

The College recognises that bullying may have a particularly significant impact upon boarding students.

A boarding student may live, study and socialise within the same community and therefore may have fewer opportunities to remove themselves from a difficult relationship or harmful situation at the end of the College day. Online communication may also mean that bullying continues within a student's bedroom or other private space.

Boarding staff must therefore remain particularly alert to:

- changes in friendships or peer groups;
- social isolation;
- exclusion within a boarding house;
- changes in eating, sleeping or social behaviour;
- reluctance to return to accommodation;
- intimidation within bedrooms or communal spaces;
- group dynamics;
- online conflict continuing within boarding;
- interference with another student's belongings;
- initiation or hazing-type behaviour; and
- behaviour occurring during evenings, weekends or holidays.

The College does not tolerate initiation ceremonies, hazing or any activity designed or likely to cause humiliation, fear, distress, pain or coercion.

Where bullying or harassment is reported or identified within boarding, the College will take prompt and proportionate action. This may include increased supervision, changes to routines or accommodation, separation of students, risk assessment and additional pastoral support.

The wishes and feelings of the student experiencing the behaviour will be taken into account when considering arrangements, while recognising that the College retains responsibility for taking whatever action is necessary to safeguard students.

Information will be shared appropriately between pastoral, safeguarding and boarding staff where this is necessary to protect or support a student.

10. Prevention

The College seeks to prevent bullying by developing a culture based upon respect, kindness, responsibility and appropriate challenge.

Preventative measures include:

- clear expectations within the Student Handbook and Good Behaviour and Sanctions Policy;
- student induction;
- PSHE and RSE;
- the pastoral and tutorial programme;
- assemblies and awareness activities;
- teaching about respectful relationships and appropriate online behaviour;
- education about discrimination, prejudice and protected characteristics;
- opportunities for students to discuss wellbeing and relationships with Heads of House and other trusted adults;
- staff training;
- appropriate supervision of College and boarding environments;
- filtering and monitoring arrangements;
- student voice;
- analysis of behaviour, safeguarding and pastoral information;
- effective communication between teaching, pastoral, safeguarding and boarding teams; and
- promotion of appropriate external sources of help and advice.

The College will consider whether particular places, times, groups, activities or online environments are associated with increased risk and will take reasonable steps to reduce identified risks.

11. Signs That a Student May Be Experiencing Bullying

There is no single sign that establishes that bullying is taking place. However, staff should remain alert to changes such as:

- becoming unusually withdrawn, anxious or distressed;
- deterioration in attendance or punctuality;
- reluctance to attend College or return to boarding;
- changes in academic engagement or performance;
- unexplained injuries or damaged possessions;
- sleep difficulties;

- changes in eating habits;
- loss of confidence or self-esteem;
- becoming isolated from friends;
- avoiding particular places or people;
- becoming distressed following use of a phone or online platform;
- significant changes in online behaviour;
- requesting money or belongings without explanation; or
- changes in behaviour that are unusual for the individual student.

These indicators may have many explanations. Staff should respond with curiosity and sensitivity rather than assume that bullying has occurred.

12. Reporting Bullying

Students are encouraged to report bullying or other harmful behaviour as early as possible.

A student may speak to any trusted member of staff, including:

- their Head of House;
- a teacher;
- a member of the pastoral team;
- a member of the safeguarding team;
- The Housemaster;
- a boarding member of staff or Houseparent;
- the Vice Principal Pastoral; or
- another trusted member of College staff.

Students may report concerns about themselves or about another person.

The College recognises that students may find it difficult to report bullying and will seek to create an environment in which students feel confident that they will be listened to and taken seriously.

Students will not be disadvantaged for making a concern known in good faith, even if an investigation subsequently concludes that bullying did not occur.

Parents or carers who are concerned that their child may be experiencing bullying should normally contact the student's Head of House in the first instance. They may also contact the Vice Principal Pastoral or safeguarding team where appropriate.

Staff who observe or receive information about possible bullying must take it seriously and ensure that it is reported and recorded through the appropriate College system.

13. Responding to a Report

The College will respond to reports of bullying promptly, sensitively and proportionately.

The response will depend upon the nature and seriousness of the concern but will normally include:

1. listening carefully to the student raising the concern;
2. establishing any immediate safety or welfare needs;
3. recording the concern factually;
4. determining whether there is a safeguarding issue requiring DSL involvement;
5. gathering sufficient information to understand what has happened;
6. speaking separately to relevant students and witnesses where appropriate;
7. considering available evidence;
8. assessing whether the behaviour amounts to bullying or another form of misconduct or safeguarding concern;
9. determining appropriate support, intervention and, where appropriate, sanctions;
10. informing parents or carers where appropriate; and
11. monitoring the situation following intervention.

The College will seek to investigate concerns without unnecessary delay. The time required will depend upon the complexity and seriousness of the case and the availability of those involved.

The student who has raised a concern will be kept appropriately informed about the progress and outcome of the matter. However, the College will not disclose confidential information about disciplinary action or personal information relating to another student where it would be inappropriate to do so.

14. Supporting a Student Who Has Experienced Bullying

The College will consider the individual needs and wishes of the student and may provide support through:

- their Head of House;
- the pastoral team;
- boarding staff;
- the College Nurse;
- the safeguarding team;
- counselling or wellbeing support;
- regular check-ins;
- additional supervision or safety arrangements;
- support with friendships or social reintegration;
- reasonable changes to routines or arrangements; or
- referral or signposting to external support where appropriate.

The College will not place responsibility for stopping bullying on the student experiencing it.

Students will not be expected simply to avoid areas, change their behaviour or leave friendship groups in order to prevent further bullying.

Where changes are required to protect a student, consideration will be given to minimising disruption to the student who has experienced the behaviour.

15. Responding to Students Who Display Bullying Behaviour

Where bullying is established, the College will make clear that the behaviour is unacceptable and must stop.

The response will take account of:

- the nature and seriousness of the behaviour;
- the student's age and understanding;
- the impact upon the student who experienced the behaviour;
- whether the behaviour was repeated or planned;
- whether it involved discrimination, sexual harassment, violence or intimidation;
- any imbalance of power;
- relevant SEND or additional needs;
- previous incidents or patterns;
- safeguarding considerations; and
- the need to prevent recurrence.

Action may include:

- clear behavioural expectations;
- pastoral intervention;
- education or targeted support;
- parental involvement;
- increased supervision;
- a behaviour or pastoral support plan;
- loss of privileges;
- detention or other sanctions;
- restrictions relating to College or boarding activities;
- disciplinary action under the Good Behaviour and Sanctions Policy; or
- suspension or permanent exclusion in serious or persistent cases.

Sanctions will be proportionate and applied in accordance with the College's policies.

Providing support to a student who has displayed bullying behaviour does not remove accountability for their actions. The College will seek both to protect students from further harm and, where possible, to help the student responsible understand and change their behaviour.

16. Restorative Approaches

Restorative approaches may be helpful in some cases but will not be appropriate in every situation.

A restorative conversation or meeting will only be considered where:

- it is safe and appropriate;
- those involved are willing to participate;
- there is no risk that the process will further intimidate or distress a student;
- there is sufficient acknowledgement of the behaviour to make the process meaningful; and
- safeguarding considerations do not make such an approach inappropriate.

A student who has experienced bullying will never be required to participate in a face-to-face restorative meeting.

Restorative approaches will not replace appropriate safeguarding action or sanctions where these are required.

17. Online Bullying and Digital Evidence

Students experiencing online bullying should report it to a trusted adult and, where safe and appropriate, preserve relevant evidence such as messages, usernames, dates, URLs or screenshots.

Students should not circulate bullying material further.

Where an incident involves nude or semi-nude images or other sexual material involving a child, staff and students must follow the College's safeguarding procedures. Staff must not ask a child to forward, copy, print or unnecessarily display such imagery and must seek advice from the Designated Safeguarding Lead.

Online incidents may also be reported to the relevant platform or service provider where appropriate.

In serious circumstances, the College may involve external agencies, including the police, in accordance with safeguarding procedures and the law.

18. Behaviour Outside College

The College recognises that bullying between students may occur outside College premises and outside College hours.

This may include behaviour:

- on the journey to or from College;
- in Cambridge or the local community;
- within boarding accommodation;
- during evenings or weekends;
- during holidays;

- on social media or other online platforms; or
- during activities not organised by the College.

Where such behaviour involves College students and has an impact upon the welfare of a student, relationships within the College community or the orderly running of the College, the College may investigate and respond in accordance with its policies.

Where behaviour raises a safeguarding concern, the Safeguarding and Child Protection Policy will be followed regardless of where the incident took place.

19. Recording and Monitoring

Reports and confirmed incidents of bullying will be recorded through the College's appropriate pastoral, behaviour or safeguarding systems.

Records should be factual and should distinguish, where possible, between:

- an initial allegation or concern;
- information gathered;
- findings;
- action taken;
- support provided; and
- subsequent monitoring.

The College will monitor information relating to bullying to identify:

- repeated concerns involving an individual student;
- patterns of behaviour;
- particular groups;
- prejudice-based or discriminatory incidents;
- locations or times associated with increased risk;
- boarding-related concerns;
- online trends; and
- any other emerging safeguarding or pastoral issues.

Patterns and trends will be used to inform the College's pastoral, behaviour, safeguarding and educational provision.

Relevant information will be shared between staff on a need-to-know basis in accordance with safeguarding requirements and data protection law.

20. Parents and Carers

The College seeks to work constructively with parents and carers in preventing and responding to bullying.

Where appropriate, parents or carers of students involved in bullying will be informed and invited to support the measures put in place.

The College will explain the findings and relevant actions arising from an investigation so far as it is appropriate and lawful to do so.

Parents and carers should understand that the College cannot normally disclose details of sanctions, safeguarding information or other confidential information relating to another student.

Parents or carers who believe that a bullying concern has not been dealt with appropriately should raise the matter with the Vice Principal Pastoral. Where concerns remain unresolved, the College's Complaints Policy may be followed.

21. Responsibilities of Staff

All staff have a responsibility to contribute to a culture in which bullying and harmful behaviour are challenged.

Staff should:

- model respectful behaviour;
- remain alert to signs of bullying or social exclusion;
- challenge inappropriate language and behaviour;
- never dismiss harmful behaviour as banter or an inevitable part of growing up;
- listen carefully when a concern is raised;
- reassure students that concerns will be taken seriously;
- record and report concerns appropriately;
- respond to immediate safety needs;
- refer safeguarding concerns to the DSL or a Deputy DSL;
- avoid conducting their own investigation into serious safeguarding allegations;
- maintain appropriate confidentiality; and
- contribute to monitoring or support arrangements where required.

Staff should be particularly vigilant at times and in locations where students may be more vulnerable, including social times, transitions between lessons, communal areas and boarding environments.

22. Student Responsibilities

Students are expected to contribute positively to a respectful and inclusive College community.

Students should:

- treat others with dignity and respect;
- not participate in, encourage or reinforce bullying behaviour;
- avoid sharing harmful or humiliating material;
- challenge inappropriate behaviour safely where they feel able to do so;
- seek help from an adult where intervention is required; and
- report concerns about themselves or others.

Students who witness bullying should not assume that somebody else will report it.

A student should never place themselves at risk in attempting to intervene.

23. Independent Listener

Students may also raise concerns with the College's Independent Listener.

Current contact details are made available to students through College and boarding information and during induction.

At the date of this policy, the Independent Listener is:

Marion Jemmett

Telephone: 07752 470309

Email: marionjemmett@gmail.com

The College will ensure that students know how to contact the Independent Listener privately.

24. Student Voice

The College recognises that effective prevention requires an understanding of students' experiences.

Students are provided with opportunities to comment upon their sense of safety, relationships and experiences through mechanisms including:

- learner voice;
- pastoral discussions;
- student surveys;
- the Student Council;
- Heads of House;
- boarding feedback; and
- direct contact with safeguarding and pastoral staff.

The College will consider student feedback alongside recorded incidents and other pastoral and safeguarding information to identify emerging themes or areas for improvement.

Students will also be involved, where appropriate, in reviewing and promoting the College's approach to preventing bullying.

25. Training and Awareness

Staff will receive appropriate information and training to enable them to:

- recognise bullying and child-on-child abuse;
- understand the distinction between behaviour concerns and safeguarding concerns;
- respond appropriately when a student makes a report;
- recognise prejudice-based and discriminatory behaviour;
- understand online forms of bullying;
- understand the particular vulnerabilities of boarding students;
- record concerns accurately; and
- know when and how to refer concerns to the safeguarding team.

Students will receive age-appropriate education about bullying, respectful relationships, online behaviour, discrimination and reporting concerns through induction, PSHE, RSE, the pastoral programme, assemblies and other appropriate opportunities.

26. External Agencies and Police Involvement

Bullying itself is not a specific criminal offence. However, behaviour associated with bullying may constitute a criminal offence, including some forms of assault, harassment, threatening behaviour, stalking, hate crime, sexual offences or malicious communications.

The College will seek advice from or make referrals to external agencies, including children's social care or the police, where this is appropriate.

Any decision to involve an external agency will be made in accordance with safeguarding procedures and relevant statutory guidance.

Immediate concerns regarding a child's safety will be dealt with under the College's Safeguarding and Child Protection Policy.

27. Confidentiality and Information Sharing

Information relating to bullying will be handled sensitively.

The College cannot promise absolute confidentiality to a student making a report, as information may need to be shared in order to investigate a concern, provide support or safeguard a student.

Information will only be shared with those who need it for a legitimate safeguarding, pastoral, disciplinary or operational purpose.

Students and parents will be reminded that the College cannot disclose confidential information about another student simply because they were involved in the same incident.

28. Malicious or Deliberately False Allegations

The College recognises that a report that is not substantiated is not necessarily a false or malicious report.

Students will not be sanctioned simply because an allegation cannot be proven.

Where there is clear evidence that a student has deliberately fabricated an allegation with the intention of causing harm to another person, the matter may be addressed under the Good Behaviour and Sanctions Policy.

Any such decision will be made carefully and will take account of the student's age, understanding and any safeguarding or welfare considerations.

29. Monitoring and Review

The implementation and effectiveness of this policy will be monitored by the College's senior leadership and safeguarding and pastoral teams.

The College will review:

- reported incidents;
- patterns and trends;
- student voice;
- boarding information;
- relevant behaviour and safeguarding data;
- the effectiveness of interventions; and
- changes to legislation and statutory guidance.

This policy will be reviewed at least annually and sooner where there is a significant change to legislation, statutory guidance, College arrangements or identified safeguarding need.

The College's anti-bullying strategy is not limited to this written policy. Its effectiveness depends upon its implementation through the College's culture, curriculum, pastoral structures, behaviour expectations, safeguarding arrangements and boarding provision.