



**CEFN SAESON  
COMPREHENSIVE SCHOOL**

**ANTI-BULLYING POLICY**

*Updated 2021-2023*

## **CEFN SAESON SCHOOL'S ANTI-BULLYING POLICY**

### **ANTI BULLYING – A SCHOOL POLICY**

All schools experience bullying, and this document will not eradicate it at Cefn Saeson. Our Anti Bullying Policy is an attempt to co-ordinate all efforts to counter this problem. It consciously involves all those groups of people who make up our school community – pupils, teachers, parents, ancillary staff, and Governors.

In Cefn Saeson's Behaviour Policy and Guidelines to Pupils, Parents and Staff on Discipline, it states,

*“ Pupils have the right to receive their education in a pleasant, safe and orderly environment”*

### **Statement of Intent**

#### **Cefn Saeson Comprehensive school believes that :**

- Bullying is undesirable and unacceptable
- Bullying is a problem to which solutions can be found.
- Cefn Saeson recognises that a bully is a child in need of emotional and behavioral support. Cefn Saeson is a Trauma based practice school and will act to aid both the bullied child and the child that perpetrates the bullying to aid in their development.
- Seeking help and openness are regarded as signs of strength not weakness.
- All members of the school community will be listened to and taken seriously.
- Everyone has the right to work and learn in an atmosphere that is free from fear.
- All of us have a responsibility to ensure that we do not abuse or bully others.
- Young people should talk to an adult if they are worried about bullying and have a right to expect that their concerns will be listened to and treated seriously.
- We all have a duty to work together to protect vulnerable individuals from bully and any other form of abuse.

### **Objectives.**

- To ensure that both bullied pupil and the perpetrator of bullying received the support they need.
- To ensure that all parents and pupils have received and had opportunity to comment upon the schools anti bullying policy.
- To develop and maintain effective listening systems for pupils and staff within the school
- To involve all staff in dealing with incidents of bullying effectively and promptly.
- To equip all staff with the skills necessary to deal with bullying.

- To involve the wider school community (e.g. LSA and canteen staff) in dealing effectively with and if necessary referring, bullying incidents.
- To communicate with parents and the wider school community effectively about bullying. Using the Cefn Saeson Incident reporting form.
- To ensure that all incidents of bullying are recorded, and appropriate use is made of the information and where appropriate shared with relevant organisations and staff.

### **Staff and Pupils as Role Models**

Cefn Saeson is a Trauma Based teaching model school, as a result we recognize that all adults in the school are role models for the pupils. The way in which adults behave towards each other and to pupils is particularly important in terms of providing positive modelling. Therefore, it is the duty of all members of staff in the school to:

- Show respect for all pupils and colleagues within the school community.
- Be especially aware of vulnerable students.
- Challenge poor behaviour rather than personal identity.
- Avoid favoritism
- Be seen to be fair.
- Avoid labelling
- Have high expectations of pupils
- Never give pupils ammunition to use against each other.
- Make provision for pupils with Alternative Learning Needs and adjust their teaching technique accordingly.
- Actively seek to develop a praise culture within the school.

Young people also have a responsibility to model appropriate behaviour for their peers. We therefore believe that all pupils must:

- Show respect for their fellow pupils and for adults working within the school community.
- Support and be sensitive to others when they may be feeling vulnerable.
- Actively seek to develop a praise culture within the school.
- Actively support the school anti bullying policy, by reporting bullying when they become aware of it. Pupils may report via teachers, prefects, or school council.
- Take responsibility for their own behavior.

## **Equal Opportunities**

Every member of the school community is entitled to expect equality of protection from bullying, as well as protection and support from the school policies and procedures.

### **School procedures including sanctions: When an act of bullying is reported or suspected:**

- The matter will be taken seriously and investigated.
- These investigations will be recorded via either the Pastoral Notebook or on My concern for bullying of a sexual or violent nature.
- The pupils involved will be required to express (in writing where appropriate their perceptions of the facts and their feelings regarding the incident and outcome. These incident reports must be uploaded and stored on the above programme.
- Initially victims and alleged bullies will be interviewed separately.
- Any witnesses will also be interviewed
- Parents will be contacted via telephone and informed of the incident and where appropriate parents will be invited to the school.
- Actions will be taken which will support both the victim and the bully and will aid in reflection on the nature of the incident.
- Restorative actions may be used during the resolution of the incident.
- Where appropriate the school counselor or pastoral staff may be involved for both the bullied and the bully, in order to ensure that there are no ongoing effects or causes of the bullying.
- Physical violence perpetrated on any member of our school community will be treated very seriously and may result in exclusion.
- Other sanctions which may be employed include:
  - A letter of apology – where appropriate
  - Detention
  - Internal exclusion – In the Pupil Inclusion Centre.
  - External exclusion
  - Financial compensation for property damaged or stolen.
  
- The Anti bullying Policy will be reviewed by the School Council and Governors every two years.

### **BULLYING: A DEFINITION**

- Bullying is the use of aggression with the intention of hurting another person. It results in pain and distress to the victim. It involves the illegitimate use of power in order to hurt others.
- The principal forms of bullying are verbal, physical and manipulative.

#### ***Verbal bullying may:***

- involve name calling
- make use of written notes, emails, mobile telephone messages or texts or 'on line' comments
- include threats of physical violence

#### ***Physical bullying***

- often consists of deliberate hitting, striking, kicking, jostling, bumping, pushing or shoving. Those responsible often maintain that it is accidental when detected for the first time.
- may involve theft or damage to property (accompanied by the threat of violence). Not all theft or damage is bullying but it is where the intention is to create fear and use power - improperly.

#### ***Manipulative bullying***

- occurs when individuals deliberately attempt to influence others with the aim of excluding, ostracizing or marginalizing individuals from their friends and normal relationships.
- can mean the spreading of rumours or malicious accusations.

Bullying frequently focuses on individuals and groups who are seen as being 'different'. This undermines Cefn Saeson's Equal Opportunities Policy and the social and moral principles upon which our Behaviour Policy are based.

In such instances bullying can be racist or homophobic. It can target appearance or disability and be sexist. It can be also target issues relating to language, and may also reflect parental ignorance, bigotry or neighborhood feuds.

**It is not necessarily bullying when two people have an occasional fight or disagreement.**

*" Bullying is the worst thing that can happen to you"  
" ..... it means making people feel hurt or uncomfortable"  
" It can be done by name calling, by text or computer, peer pressure, physical aggression or ganging up on someone" (Definitions of bullying by Year 7 pupils)*

## **WHOLE SCHOOL APPROACH TO TACKLING BULLYING**

A multi faceted approach is essential in dealing with bullying. No one initiative will be successful. Clearly the role of teachers and pupils and parents is crucial and will be dealt with in detail later.

Bullying and its consequences can also be addressed through many areas of the curriculum and in other aspects of school life. In Cefn Saeson we use such methods as:  
Note to reviewer : we have removed the specificity of this part as we run the risk of it not being available or carried out.

- Bullying is regularly targeted as part of the PSE programme in Cefn Saeson at both Key stages.
- Bullying is also featured in academic lessons such as English, Drama, History and R.E.
- Visiting Theatre in Education groups involve pupils, confronting issues such as peer-pressure.
- Senior Staff lead Assemblies on the theme of bullying – e.g. Welsh Anti-Bullying Week. Bullying is also placed in its wider social context through Assemblies on ‘Show Racism the Red Card’ and Holocaust Day.
- Our Police Liaison Officer takes PSE lessons on Cyber Bullying
- Police are involved should the bullying be of a sexual or coercive nature.
- School documentation e.g. Discipline for learning Guidelines for Parents, Teachers and Pupils cross refer to the Bullying Policy.
- Discipline for Learning Posters, seen throughout the school, reinforce this Policy’s message that pupil’s decisions about their behaviour have a direct consequence in outcomes for them.
- The School Council meets with Senior Staff members regularly and bullying is regularly a feature of these discussions – e.g. every Year Council meets once a week and the full Council several times a term.
- Pupils have used Assemblies incorporating drama and music to put their Anti-Bullying campaign before pupils.
- Pupils have also taken their anti-bullying message to Year 6 pupils in our partner primary schools and into the wider community.
- The School Council will review and evaluate the Anti Bullying Policy every two years with School Governors
- All staff in the school – teaching and non teaching – should be encouraged to use the Cefn Saeson Reward System for pupils. This promotes the positive behaviour we wish to experience from all pupils.
- The School’s Counsellor, is able to offer confidential help to pupils on this issue.
- All incidents of bullying to be recorded in either the Pastoral Notepad or on the My Concern programme. This to be decided by Heads of Year/SLT.

### **WHAT ARE THE POSSIBLE SIGNS OF BULLYING?**

It is all too often very difficult for children to tell others that they are being bullied. Sometimes this is impossible.

Adults should always be aware of the **possible** signs of bullying in a child's behaviour. They should investigate further if a child:

- is frightened of walking to or from school
- doesn't want to go on the school/public bus
- begs to be driven to school
- changes their usual routine
- is unusually unwilling to go to school
- begins truanting
- becomes withdrawn, anxious or lacking in confidence
- starts stammering
- attempts or threatens suicide or runs away
- cries themselves to sleep at night or has nightmares
- feels 'ill' in the morning
- begins to do poorly in school work
- comes home with books damaged or clothes torn
- has possessions go 'missing' frequently
- asks for more money or starts stealing money
- has lunch or other monies frequently lost
- has unexplained cuts or bruises
- comes home very hungry (money/lunch stolen?)
- becomes aggressive, disruptive or unreasonable
- is bullying other children or siblings
- stops eating
- is frightened to say what's wrong
- gives improbable excuses for any of the above
- shows signs of depression

These signs and behaviours could indicate other problems or issues but bullying should be considered a possibility and be investigated.

## **THE SCHOOL COMMUNITY – RESPONSIBILITIES**

Everyone in the school community has their role to play in helping combat bullying. No-one should think it is someone else's responsibility. However, individuals clearly have their specific role to play, e.g.

### ***Pupils:***

*This section is contained in all Pupils' Planners.*

***If you are being bullied or you know of someone else being bullied TELL SOMEONE. Don't blame yourself for what has happened.***

*Who can you tell?*

Your Form Teacher. He or she can help you decide what to do next.

Your Head of Year – he/she knows you well.

Head of Key Stage. Who has overall responsibility for these matters.

Any Senior Staff member or other adult working in the school.

Another pupil – a friend or Prefect, or someone you trust.

Our School Counsellor.

### ***What if you witness bullying?***

Remember the way you react is so important. Do nothing to give the impression to the bully that you approve of what is happening.

If you are brave or there are several friends together tell the bully to 'stop'. Or failing that walk away in a way that shows your disapproval. Bullies hate being disliked by the 'gang' – and doing nothing only encourages them.

If you don't wish to get involved directly tell an adult as soon as possible – try to remember as many details (e.g. names, times, places) as possible.

## **PARTICULAR FORMS OF BULLYING**

### ***Racism:***

This is discrimination against young people on the grounds of their race, colour or nationality. Bullying over racist issues is only part of a greater problem.

Cefn Saeson keeps a Racist Incidents Register which records all such incidents and the action taken by the school. The person with responsibility for dealing with such incidents is Mrs S Humphries, Pastoral lead. These records are held on the My concern system.

Incidents can range from abusive name calling, inappropriate comments about appearance or even threats or violence.

### ***Religion:***

This is making adverse comments about someone because of their religious beliefs or customs.

### ***Sexual bullying:***

This is never acceptable. Depending on circumstances the School's Child Protection Policy might apply to such an incident.

Examples of such bullying might include comments about appearance, sexual innuendoes, pornographic material and inappropriate and uninvited touching.

All such incidents are recorded in a separate incident book.

### ***Gender-based bullying:***

This takes place when pupils are targeted if they step outside traditional gender stereotypes, e.g. boys or girls are belittled for taking an option subject traditionally associated with the other gender.

### ***Sexual orientation:***

This is an issue which causes difficulties for some pupils. Young people do not necessarily have to be lesbian, gay or bi-sexual to experience such bullying. Just being different is sometimes enough.

Such matters must always be treated with sensitivity and confidentiality. Homophobic bullying must always be challenged. Advice and literature is available for all pupils who experience such abuse or for young people who are unsure about their sexuality.

***Special Educational Needs or Disabilities:***

Pupils with such needs are often particularly vulnerable. Adults within the school community must be especially alert to their potential difficulties.

Cefn Saeson makes such pupils aware of rooms that are available during lunchtime and breaks. There they are supervised by designated staff who are trained to integrate pupils into the mainstream social life of the school.

***Cyber bullying:***

Cyber-bullying is already a real and painful issue for many young people. School staff, parents and young people need to work together to prevent this and to tackle it whenever it occurs.

Cyber bullying can take many forms. Abusive text messages, poisonous e-mails, hate web sites and aggressive instant messaging are all ways in which the person suffering the bullying can be made to feel uncomfortable, alone and scared. This is particularly frightening as technology allows such bullying to penetrate the young person's home or even their bedroom.

***What can the school do?***

- Ensure that PSE lessons inform pupils about the latest dangers, in new communications, the consequences of their misuse and how to use them safely
- To provide pupils with up to date and relevant information in Assemblies.
- Ensure that all e-communications on the school site or as part of school activities off-site are monitored
- Enforce the rule that mobile phones are not used in school
- Ensure that Internet blocking technologies are continually updated and harmful sites blocked
- Make available an 'expert' member of staff who can advise pupils about specific cyber-bullying problems. In Cefn Saeson this is the Head of I.T, who can be contacted directly, or through a Head of Year.
- Making available details of how to combat cyber-bullying, e.g. technical advice, relevant web-sites and how to contact mobile phone companies etc. This information is summarized on the school web site
- Regularly speaking to pupils through the School Council to ensure Senior Staff are aware of the latest concerns of young people as technology changes
- To put a summary of these and other bullying issues in the Pupil Planner

## **RULES TO REMEMBER WHEN YOU'RE 'ON LINE' OR ON THE PHONE**

### ***Don't be cyber bullied, don't be a cyber bully***

Three things to remember when you're online or on the phone.

1. Respect other people – online and off. Don't spread rumours about people or share their secrets, including their phone numbers and passwords.
2. If someone insults you online or by phone, stay calm and ignore them.
3. 'Do as you would be done by'. Think how you would feel if you were bullied. You're responsible for your own behaviour: make sure you don't distress other people or cause them to be bullied by someone else.

***If it's happening to you, the first thing to remember is that it's not your fault. It's the person doing the bullying that's got the problem, not you.***

### ***If you receive nasty emails:***

- Never reply to unpleasant or unwanted emails because a response is just what the sender's looking for
- Keep the emails as evidence and tell someone you trust what's been going on
- Contact your email provider's abuse team. You should be able to find out how to do this on your email homepage or from the School Information Pack.
- Don't reply to an email address you don't know, even if there's an option to 'unsubscribe', because this confirms to the sender that your email address does exist.

### ***If you get upset in a chatroom or over instant messaging:***

- Don't give out any personal details online; you should use a nickname in chatrooms
- Don't accept emails or open files from someone you don't know
- Remember that people in chatrooms might not really be who they say they are
- If someone starts acting weird or making you feel uncomfortable, get out of the chatroom straight away and tell someone
- Think before you write: don't leave yourself open to bullying.

### ***If you get unsuitable phone calls or texts:***

- If you get an abusive or silent call, don't hang up straight away. Instead, put your phone down somewhere and leave it for a few minutes, then hang up or turn your phone off. Once they realize that they aren't bothering you, callers usually get bored and leave you alone.
- Always tell someone each time it happens

- Don't give out your personal details to just anyone. Be selective about who gets your phone number. If someone calls you and asks you to confirm your number, ask them what number they want and tell them whether they're right
- Screen your calls by letting your voicemail kick in if you don't recognize the number calling you. If it's a friend, they'll leave a message. Don't give out your name on your voicemail message
- Make a note of times and dates of calls that make you feel uncomfortable and report them to the police
- Keep all abusive texts and show them to your parents. If they become threatening or malicious and won't stop, report them to the police and show them all the messages you've received.

***About hate sites:***

There have been reported cases of young people setting up 'hate sites', which are web sites devoted to giving a person or group of people in particular a hard time.

The bullies behind sites use pictures and made up stories about the victim. The address is then circulated to lots of people to try and humiliate the victim.

***What to do if it's happening to you:***

You need to tell someone straight away. Bullying, in any form, is wrong and nobody deserves to be on the receiving end. The people doing this need to be stopped as soon as possible.

Talk to someone you trust and decide what to do next. You could tell your teacher or go straight to the police. You should make sure that your parents or carers are fully aware of what's going on, too.

Don't be afraid of what will happen if you 'grass'; the chances are that the people who are doing the bullying have got a problem of their own that they need help.

***Keeping yourself safe online:***

There's more opportunity than ever to have your own web site. If you do have your own online space, try not to give too much information about yourself, so that potential bullies can't manipulate photos or comments you've made on your own space.

If you've got a blog, think about making it password-protected if you want to have lots of personal info online.

**THE LAW IS ON YOUR SIDE**

The **Protection from Harassment Act**, the **Malicious Communications Act 1988**, and Section 43 of the **Telecommunications Act** may be used to combat cyber bullying. People may be fined or sent to prison for up to six months.

For details of how to combat cyber bullying go to the school web site and follow the links or ask for the information pack in the LRC and Room 15.

***Bullying outside school:***

Cefn Saeson's Anti-Bullying Policy will apply to events outside the school **in specific circumstances.**

- if a pupil, or pupils, bully another pupil on the way to or from school all the school rules and sanctions will apply
  
- if an individual or group behaves in a way that intimidates a pupil outside school and makes them fearful of attending school, then action can and will be taken, e.g. cyber bullying. In such circumstances the school will co-operate with the Police or engage the assistance of other agencies, e.g. E.W.O, Social services.

However, the school cannot and must not become involved in family and neighborhood disputes. Cefn Saeson will not be the arbiter and policeman in such circumstances. All pupils are expected to leave their differences behind at the school gate. It is the responsibility of all parents and families to uphold this rule.

## **FOR PARENTS AND FAMILIES**

### **ROLE OF PARENTS AND FAMILIES**

Parents and families have an important part to play in helping schools deal with bullying.

- First, discourage your child from using bullying behaviour at home or elsewhere. Show how to resolve difficult situations without using violence or aggression.
- Second, ask to see our bullying policy – it is on the Cefn Saeson website: [www.cefsaeson.co.uk](http://www.cefsaeson.co.uk)
- Third, watch out for signs that your child is being bullied, or is bullying others. Parents and families are often the first to detect symptoms of bullying, through sometimes school nurses or doctors may first suspect that a child has been bullied. Common symptoms include headaches, stomach aches, anxiety and irritability. It can be helpful to ask questions about progress and friends at school, how break times and lunch times are spent; and whether your child is facing problems or difficulties at school. Don't dismiss negative signs. Contact the school immediately if you are worried.

#### ***If your child has been bullied:***

- Calmly talk to your child about it
- Make a note of what your child says – particularly who was said to be involved: how often the bullying has occurred; where it happened, when it happened and what happened
- It is very important that accurate records are kept of the incidents of bullying and of the action taken when the bullying was reported
- Reassure your child that telling you about the bullying was the right thing to do
- Explain that any further incidents should be reported to a teacher immediately
- Make an appointment to see your child's class teacher or form tutor
- Explain to the teacher the problems your child is experiencing

#### ***Talking to teachers about bullying:***

- Try and stay calm – bear in mind that the teacher may have no ideas that your child is being bullied or may have heard conflicting accounts of an incident
- Be as specific as possible about what your child says has happened – give dates, places and names of other child involved
- Make a note of what action the school intends to take
- Ask if there is anything you can do to help your child or the school
- Stay in touch with the school – let them know if things improve as well as if problems continue

#### ***If you think your concerns are not being addressed:***

- Check the school anti-bullying policy to see if agreed procedures are being followed
- Discuss your concerns with the Parent Governor or other parents

- Make an appointment to meet the Deputy Headteacher, keeping a record of the meeting
- If this does not help, write to the Chair of Governors, explaining your concerns and what you would like to see happen. Contact can be made through the school office through Mrs. Annette Bond, Clerk to the Governors
- Contact local or national parent support groups for advice
- Contact the Director of Education of your authority, who will be able to ensure that the Governors respond to your concerns
- Contact the Parentline Plus helpline for support and information at any time of these stages
- In the last resort, write to the Minister for Education and Lifelong Learning

***If your child is bullying other children:***

Many children may be involved in bullying other pupils at some time or other. Often parents are not aware. Children sometimes bully others because:

- They don't know it is wrong
- They are copying older brothers or sisters or other people in the family they admire
- They haven't learnt other, better ways of mixing with their school friends
- Their friends encourage them to bully
- They are going through a difficult time and are acting out aggressive feelings

***To stop your child bullying others:***

- Talk to your child, explaining that bullying is unacceptable and makes others unhappy
- Discourage other members of your family from bullying behaviour or from using aggression or force to get what they want
- Show your child how to join in with other children without bullying
- Make an appointment to see your child's Head of Year and explain to the teacher the problems your child is experiencing and discuss with the teacher how you and the school can stop them bullying others
- Regularly check with your child how things are going at school
- Give your child lots of praise and encouragement when they are co-operative or kind to other people

**It is important to remember that the school can only take action if it is informed of your concerns. Please do not hesitate to contact us if you have worries.**

***Role of Support Staff:***

All adults in the school community have a vital role to play in ensuring that pupils are not bullied. They should all follow these guidelines:

- if you witness bullying intervene to stop the incident if that is appropriate.
- Find out from pupils the names of those involved – the ‘bully’, ‘bullied’ victim(s) and any onlookers
- Report the incident to a member of the teaching staff as soon as possible
- As a secretary you are likely to be the first point of contact when a parent reports an alleged case of bullying (on the phone or in person). Allowance should be made for the parent being distressed, upset or angry.

In such instances every effort should be made to remain as calm and reassuring as possible. Give the message that Cefn Saeson does have an Anti-Bullying Policy, record the details carefully, and assure them that something will be done at the earliest opportunity.

**All staff in the school – teaching and non-teaching – should be encouraged to use the Cefn Saeson Reward System for pupils. This promotes the positive behaviour we wish to experience from all pupils.**

***TEACHING STAFF:*****PROCEDURES TO FOLLOW AFTER A BULLYING INCIDENT**

It must be remembered that not all unpleasant incidents between pupils are necessarily bullying. However, if any party involved expresses the concern that bullying is taking place then the following procedures should be followed:

- The appropriate Head(s) of Year and/or Deputy Head Pastoral should be informed
- The bullying incident should be recorded on My concern.
- When dealing with the pupils do not show anger or instant judgement. Remain calm, if necessary, separating the pupils until they can be interviewed.
- All relevant pupils should be spoken to separately – the alleged victim(s), bully or bullies, and whenever possible any potential witnesses. Care should be taken to listen to the pupils and time given for them to express their feelings as well as the facts.
- At this stage it is at the discretion of the Head of Year/Deputy Head whether written statements are made by the pupils

- Also at this point it is the decision of the Head of Year/Deputy Head/SMT whether the incident is officially recorded in the school's bullying log.
- At this stage Pastoral Staff should attempt to devise strategies in which both parties agree to a course of action in which the bullying stops. It is at the discretion of staff whether the parents of the pupils are informed at this stage. It is also at the discretion of the Head of Year/Deputy Head to decide what (if any) punishments are given. This will be determined by individual circumstances and their knowledge of the pupils concerned. Punishments at this stage might be:
  - to be placed on report
  - Head of Year/Senior Staff Detention.
  - Inclusion
- If an incident is sufficiently serious even a first time offence can result in a fixed term or permanent exclusion
- It is the responsibility of the Head of Year of 'victim' and 'bully' to follow through on incidents of bullying. No later than two school weeks after the incident was reported they should check with the pupils to ensure that all is well. The date of this review will be recorded on the Cefn Saeson Incident form.
- If after this time the bullying is still happening the Head of Year must:
  - involve the Assistant Head (Pastoral)
  - involve the parent(s) guardian(s) of all pupils involved (either in a personal interview or on the phone)
  - punish the "bully" with a number of Senior Staff detentions on a fixed term exclusion as appropriate
  - issue a formal letter warning of serious disciplinary action
  - check with all pupils involved (including potential pupil witnesses) that the bullying is not continuing
  - inform all appropriate staff to watch out for potential signs of bullying with these pupils
  - involve an external agency, e.g. Behaviour Support
- If the bullying staff persists at this point the Head of Year and Assistant Head Pastoral should:
  - issue a fixed term exclusion to the bully
  - interview his/her parent(s)/guardian(s) on their return to school
  - issue a form warning that the next incident of bullying will bring pupil and parent(s) before the Disciplinary Committee of the Governors

- If bullying still continues the Headteacher will call a Governors' Disciplinary meeting to which pupil and parent(s) will be invited.
- If bullying still persists the Headteacher will not hesitate to Permanently Exclude the offending pupil
- Throughout the entire process of dealing with such incidents staff should always attempt to convey that:
  - it is possible for a 'bully' to change and be capable of decent, caring behaviour
  - it is the act of bullying that is condemned, not the pupil
  - it is never the fault, or responsibility of the person being bullied
  - although every case is different the policy must **always** be upheld so that potential victims of bullying can see that the issue is being dealt with.