

Cape Primary School

Anti-Bullying Policy



Approved by: Full Governors

Date: July 2026

Last reviewed on: July 2025

Next review due by: July 2027

Change Log:

Date	By Who	Comment
July 2024	S. Baker	Date change for KCSiE
July 2025	S. Baker	Date change for KCSiE, removal of the PSHE lead name
July 2026	S. Baker	Inclusion of PSHE lead person and inclusion of Appendix 1 – tracking sheet to identify when and how bullying may be taking place.

Anti-Bullying Policy.

At Cape Primary we believe every child is special and every child is different. We want all of our children to have access to a wide and varied range of experiences which will allow each of them to become 'the best that they can be'. As a consequence of our values, we aim to provide a safe, caring and friendly environment.

We expect pupils to act safely and feel safe in school, and as a result, endeavour to ensure our pupils understand the issues relating to all forms of bullying. At Cape Primary pupils must be able to work in an environment which is free from discrimination, harassment and victimisation. We want our school to be a place where diversity is celebrated and individuals feel valued and respected for who they are. We aim to provide a setting in which our children are secure and confident, irrespective of their age, race, gender, gender identity, disability, sexual orientation, religion or belief and socio-economic circumstances. All children should feel confident to seek support from school should they feel they or others are unsafe.

We also want parents/carers to feel confident that their children are safe and cared for at Cape Primary and that incidents, when they do arise, are dealt with promptly and effectively.

We make it clear that any type of bullying is unacceptable and that we will support the whole school community - staff, parents/carers, pupils and visitors alike - who are the victims of bullying or have witnessed bullying behaviour (bystanders).

Cape Primary School is aware of its legal obligations and therefore this policy has been devised from using the following supporting documents:

- Preventing and Tackling Bullying. Advice for Head Teachers, Staff and Governing Bodies.
- Keeping Children Safe in Education 2026
- Cyberbullying: Advice for Head Teachers and School Staff
- Homophobic, Biphobic and Transphobic Bullying Review
- The Prevent Duty: Departmental Advice for Schools and Childcare Providers

Roles and responsibilities.

- **Anti-Bullying Co-ordinator:** Alana Hirst
- **PSHE Co-ordinator:** Alana Hirst
- **Governor Responsible:** The Provisions Committee
- **Designated Safeguarding Person:** Wendy Richmond
- **Head Teacher:** Sally Baker

The Head Teacher at Cape Primary has overall responsibility for the policy and its implementation. The Anti-Bullying Co-ordinator, Head Teacher and SMT are responsible for liaising with the governing body, parents/carers, Local Authority and outside agencies.

Their responsibilities are:

1. Policy development and review involving pupils, staff, governors, parents/carers and relevant local agencies.

2. Implementing the policy and monitoring and assessing its effectiveness in practice.
3. Ensuring evaluation takes place and that this informs policy review.
4. Managing bullying incidents.
5. Managing the reporting and recording of bullying incidents.
6. Assessing and co-ordinating training and support for staff and parents/carers where appropriate.
7. Co-ordinating strategies for preventing bullying behaviour.

Aims of this Policy

- To create a positive environment which discourages bullying behaviour.
- To minimise incidents of bullying.
- To ensure children's safety and well-being.
- To change the behaviour of the child or children using bullying behaviours.
- To encourage witnesses to challenge bullying behaviour.

What is bullying?

Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally. Bullying can take many forms (for instance, cyber-bullying via text messages, social media or gaming, which can include the use of images and video) and is often motivated by prejudice against particular groups, for example on grounds of race, religion, gender, sexual orientation, special educational needs or disabilities, or because a child is adopted, in care or has caring responsibilities. It might be motivated by actual differences between children, or perceived differences.

Preventing and Tackling Bullying Advice for Head Teachers, Staff and Governing Bodies.

Department for Education (July 2017).
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1069688/Preventing_and_tackling_bullying_advice.pdf

Bullying at Cape Primary is defined as:

- Repeated
- Intended to hurt either physically or emotionally
- Persistent and deliberate
- There is a power imbalance that makes it hard for the victim to defend themselves
- **Several Times On Purpose**

Bullying behaviour can be physical, verbal or emotional and includes:-

- physical assault
- taking or damaging belongings
- extortion and blackmail

- taunting
- mocking
- making offensive comments
- name calling
- making threats
- cyber bullying – via any technological device- (to include inappropriate text messaging and e mailing; sending offensive or degrading images, threats and harassment, impersonating and hacking into accounts online by using internet enabled devices)
- producing offensive notes, drawings or graffiti
- gossiping and spreading hurtful and untruthful rumours
- exclusion from groups or games.

Although bullying can occur between individuals (or small groups) it can often take place in the presence (virtually or physically) of others who become the 'bystanders'. In which case disciplinary measures will be taken regarding all those involved.

Bullying is not just confined to the school premises. It also persists outside school: online, on the journey to and from school, in the local community and during transition to High School. Cape Primary acknowledges its responsibilities to support pupils and their families if bullying occurs away from school premises.

KCSiE 2021 onwards (current version is KCSiE 2026)

KCSiE 2021 talks about alignment of a selection of policies to the school's Safeguarding Policy and that they should not be applied in isolation; schools must use a 'joined up' approach to Safeguarding procedures and ethos in school. Policies to be aligned with the school's Safeguarding Policy are: Behaviour; Code of Conduct; Online Safety; Anti-bullying; and PSHE. After the 'Everyone's Invited#' investigation and their report in June 2021 'Review of Sexual Abuse of School and Colleges'; additional guidance was sent out to school and colleges:

Link added to the document Sexual violence and sexual harassment between children in schools and colleges (September 2021)

Definitions:

Sexual violence means rape, assault by penetration, or sexual assault (intentional sexual touching).

Sexual harassment means unwanted conduct of a sexual nature – such as sexual comments, sexual jokes or taunting, physical behaviour like interfering with clothes, or online harassment such as sexting.

Please note that sexual violence and harassment can take place in homes, schools, out in the community and online.

Unacceptable behaviours:

- All staff should be aware that children can abuse other children (often referred to as peer on peer abuse). And that it can happen both inside and outside of school or college and online. It is important that all staff recognise the indicators and signs of peer on peer abuse and know how to identify it and respond to reports.

- All staff understand, that even if there are no reports in their schools or colleges it does not mean it is not happening, it may be the case that it is just not being reported. As such it is important if staff have any concerns regarding peer on peer abuse they should speak to their designated safeguarding lead (or deputy).
- All staff at Cape Primary School understand the importance of challenging inappropriate behaviours between peers, that are actually abusive in nature. Downplaying certain behaviours by staff is not acceptable, for example dismissing sexual harassment as “just banter”, “just having a laugh”, “part of growing up” or “boys being boys” can lead to a culture of unacceptable behaviours, an unsafe environment for children and in worst case scenarios a culture that normalises abuse leading to children accepting it as normal and not coming forward to report it. Staff members will report all concerns.

Peer on peer abuse is most likely to include, but may not be limited to:

- bullying (including cyberbullying, prejudice-based and discriminatory bullying);
- abuse in intimate personal relationships between peers;
- physical abuse such as hitting, kicking, shaking, biting, hair pulling, or otherwise causing physical harm (this may include an online element which facilitates, threatens and/or encourages physical abuse);
- sexual violence, such as rape, assault by penetration and sexual assault; (this may include an online element which facilitates, threatens and/or encourages sexual violence);
- sexual harassment, such as sexual comments, remarks, jokes and online sexual harassment, which may be standalone or part of a broader pattern of abuse;
- causing someone to engage in sexual activity without consent, such as forcing someone to strip, touch themselves sexually, or to engage in sexual activity with a third party;
- consensual and non-consensual sharing of nude and semi-nude images and/or videos (also known as sexting or youth produced sexual imagery);
- upskirting, which typically involves taking a picture under a person’s clothing without their permission, with the intention of viewing their genitals or buttocks to obtain sexual gratification, or cause the victim humiliation, distress or alarm; and
- initiation/hazing type violence and rituals (this could include activities involving harassment, abuse or humiliation used as a way of initiating a person into a group and may also include an online element).

Prejudice Related Bullying

At Cape Primary all forms of bullying will be taken seriously and dealt with appropriately. No-one will be discriminated against due to:

- disability or health
- physical appearance
- race including colour, nationality, ethnic or national origin including gypsy, Roma and travellers

- religion, belief or lack of religion/belief
- gender
- age
- home circumstances, to include being in care or a young carer
- social standing
- life-style
- gender of parents
- single parent family
- sexual orientation
- being or wishing to become a transsexual person
- pregnancy

Protected Characteristics

As part of the requirement on schools to promote fundamental British Values, Cape Primary understands that it must proactively challenge derogatory and discriminatory language and behaviour including that which is racist, homophobic, bi-phobic, transphobic and disablist in nature. We will record these types of bullying, *even that which represents a one-off incident*, and this will be reported to Governors. The Head Teacher will then inform Sandwell MBC, where required.

Prejudice Related Language

Racist, homophobic, bi-phobic, transphobic and disablist language includes terms of abuse used towards people because of their race/ethnicity/nationality; because they are lesbian, gay, bisexual, or transsexual, or are perceived to be, or have a parent/carers or sibling who is; because they have a learning or physical disability. Such language is generally used to refer to something or someone as inferior. This may also be used to taunt young people who are different in some way or their friends, family members or their parents/carers.

In the case of homophobic, bi-phobic and transphobic language particularly, dismissing it as banter is not helpful as even if these terms are not referring to a person's sexual orientation or gender identity they are using the terms to mean inferior, bad, broken or wrong. At Cape Primary we will challenge the use of prejudice related language even if it appears to be being used without any intent. Persistent use of prejudice related language and/or bullying will be dealt with as with any other form of bullying.

Cyberbullying

Cape Primary is aware of the increasing use of digital technology, as well as the internet providing new and particularly intrusive ways for bullies to reach their victims. Cyberbullying can take many forms and bullying online can often start in school and then be progressed online or start online and influence behaviour in school.

We understand that harassment and abuse can happen online as well as in person. Whilst we know that at school we follow a curriculum that delivers safeguarding online guidance and support to our pupils. We also acknowledge that our children will spend time at home on their own devices accessing the internet, online chat and social platforms, having access to potential 'inappropriate sexualised images, language and violence'. We will maintain a vigilance in school in listening out for 'indicators' or

receiving concerns from their friends and peers,, alongside sharing any images online that our children have accessed any inappropriate materials online or have taken part in any chat groups that are inappropriate for their age or with strangers they do not know. Our staff will ensure that they report any reports or concerns raised to the DSL or Deputy DSL immediately so that action can be taken and parents can be informed straight away and offered advice on how to act. Dependent on the nature of the concern, there might be an offer of Early Help, or a referral to Sandwell Children's Trust or to the Police.

Whilst most incidents of Cyberbullying occur outside school, we will offer support and guidance to parents/carers and their children, who experience online bullying and will treat Cyberbullying with the same severity as any other forms of bullying.

Cyberbullying can include:-

- Hacking into someone's accounts/sites
- Posting prejudiced /hate messages
- Impersonating someone on-line
- Public posting of images
- Exclusion
- Threats, blackmail/extortion and manipulation
- Stalking

We will ensure that our children are taught safe ways to use modern advances in technology, the internet and encourage good online behaviour (Please refer to the Cape Primary - Online Safety Policy).

Reporting and Responding to Bullying

Our school gives a clear message to always report bullying irrespective of whether you are the victim of bullying, have witnessed bullying behaviour ('bystanders') or you are the perpetrator of this harmful behaviour – **there will always be someone who will help.**

- All concerns should be reported to any adult in school, who will notify the Head and/or the Anti-Bullying Co-ordinator. This communication may be verbal or written.
- Children are encouraged through the preventative work which we do at Cape Primary to speak to a trusted adult either in school or at home, if they have a problem, worry or concern.
- Children who are 'bystanders' to bullying incidents are also encouraged to tell someone they trust, as if they do nothing they are seen to be taking part in bullying too.

Parents/carers, who are concerned that their child may be being bullied, or who suspect that their child may be the perpetrator of bullying should contact the school immediately so that the matter can be resolved.

- Parents have a responsibility to support Cape Primary School Anti- Bullying Policy and to actively encourage their child to be a positive member of the school's community.

- All staff are aware of the need to take all concerns seriously and to ensure that nurturing relationships encourage information sharing.

At Cape Primary School, all incidents will be reported to the DSL or Deputy DSL via a concerns form. They will in turn investigate the concerns raised and apply one of these measures:

- Manage the incident internally
- Refer to early help
- Refer to children's social care
- Report to the police

Parents of both the victim or the perpetrator(s) will be informed, unless by doing so will put a child in harms way.

A 'zero-tolerance' approach at Cape Primary School:

In receiving raised concerns, regarding any sexual harassment and violence behaviours, we are clear that we will not tolerate these behaviours at our school. We would however, like to emphasise that we will not demonise anyone – we will support and listen to all of the pupils involved. This will include the alleged perpetrator(s) who will be offered support, so that they can change their behaviour. Our response will be:

- Proportionate
- Considered
- Supportive
- Decided on a case-by-case basis

Taking the wishes of the victim(s) into account:

If an incident of sexual harassment or violence has taken place in school, home or the community, school will ensure that victims are kept at a reasonable distance from the alleged perpetrator(s) while on school premises (including during any before or after school-based activities).

In some cases, it might be that victims prefer that the alleged perpetrator(s) move class, whereas others may prefer that they stay in their class but just not sitting next to them. For example, if a victim is afraid of how the friends of the alleged perpetrator(s) might react if their friend was removed from class, the victim might prefer to not be put in this situation.

In discussions with the victim(s), at Cape Primary School we will ensure that we listen to the victim(s) and that their wishes will help us to inform our response, but the DSL/Deputy DSL will make the final decision.

1. A 'culture of respect' at Cape Primary School
2. Our school ethos and behaviour policy help to underpin a culture of respect at our school. The input of our children in helping to construct our behaviour policy and also our anti-bullying scheme 'Stop! I don't like it!' are pivotal in supporting our pupils in reporting any incidents of abuse and harassment. come forward. Our culture and

ethos of respect, tolerance, acceptance and diversity will help all pupils to call out incidents and make it harder for anyone to get away with sexist or inappropriate sexual behaviour. In light of a wider societal culture of victim blaming, pupils may be afraid of how reporting incidents of abuse and harassment reflects on them. This can especially be linked to online platforms and social media, as well as in person.

Sanctions to be applied:

At Cape Primary School we will apply different sanctions will be appropriate for different 'levels' of sexual harassment and sexist comments. These sanctions will be:

- A verbal warning and an apology to their peer with a verbal explanation to parents when collecting
- A letter or phone call to parents
- Detention - in school invitation and discussion with parents
- A period of internal exclusion (length dependent on incident) – potential Early Help support or contacting children's services
- Fixed-term (length dependent on incident) or permanent exclusion - Police involvement

Our response to each incident will be proportionate. We will consider:

- The age and developmental stage of the alleged perpetrator(s)
- The nature and frequency of the alleged incident(s)
- How to balance the sanction alongside education and safeguarding support (if necessary, these will take place at the same time)

Low level incidents at school

Staff must call out behaviour as it happens so this will help all pupils understand what is and isn't OK. If the incident is very 'low level' – for example, a pupil making a comment that staff have reason to believe they don't fully understand – it may be appropriate to explain why it wasn't OK and ask the pupil to apologise to the victim on the spot. Staff could use this as an opportunity to engage class discussion on being respectful and using inappropriate language.

If the pupil apologises, staff must keep an eye out for any recurrence from that particular pupil.

If they refuse, staff members must escalate the incident to a more serious sanction.

Parents must be informed every time of any low-level incidents, so that this can be addressed at home in conjunction with school, thus helping ensure all parties are on board to help and find a solution going forward, in order change inappropriate to appropriate behaviours.

Support for the alleged perpetrator(s)

At Cape Primary School, we understand that sometimes when pupils demonstrate harmful sexual behaviour (HSB) towards one another, it's because they're communicating their own experience of abuse. We will offer them a safe space to explain what may have happened to them, and to discuss how their actions weren't appropriate. We will gently but firmly condemn the behaviour, not the pupil – otherwise they won't feel safe to open up about their own experiences. We refer them

to appropriate agencies such as Creative Therapy or counselling services to help them modify their behaviours. We will use the agencies and toolkits outlined in KCSiE paragraph 464, alongside our Local Authority Support packages.

Procedures

All reported incidents will be taken seriously and investigated involving all parties. The staff are aware of, and follow the same procedures:

- All staff will investigate all bullying allegations thoroughly.
- Teachers will record all incidents that happen in their class in their class behaviour log and SMT will record this information on SIMs.
- Teachers will work with the pupils to ascertain whether the incident is falling out or bullying.
- If after investigation the teacher concludes that it is bullying then SMT will be informed and a bullying incident form will be completed on SIMs.
- The Anti-Bullying Co-ordinator will be informed of the incident and the incident will be dealt with by SMT, the Anti-Bullying Coordinator and/or the class teacher.
- Parents/carers will be informed
- Implementing appropriate disciplinary sanctions in accordance with the Cape Primary - Behaviour and Discipline policy.
- Being clear that responses may also vary according to the type of bullying and may involve other agencies where appropriate
- Following up - We will keep in touch with the person who reported the situation, which may be parents/carers or other adults
- We have a clear complaints procedure for parents who are not satisfied with the school's actions. This is available online or from the school office
- We will use a range of responses and support appropriate to each individual situation. These may include support from the school's Learning Mentor for the victim, perpetrator and bystanders. Referrals to outside agencies may be made to support the different needs of the children.
- Liaising with the wider community if the bullying is taking place off the school premises i.e. in the case of cyberbullying or hate crime.

Recording Incidents

Bullying incidents will be referred to an SMT member who will deal with the incident in line with this policy and Cape Primary - Behaviour and Discipline policy. The SMT member will then complete a behaviour incident form or SIMs and this will be stored electronically. A letter will be generated to inform the parents/carers.

Information stored by Cape Primary will be used to ensure individual incidents are followed up. It will also be used to identify trends and inform preventative work and future development of this policy. The relevant staff will be made aware of any pupils who have been involved in a recorded bullying incident as soon as it has occurred, to ensure consistency in approach to dealing with any such incident and the necessary follow up work. Governors will be made aware of any incidents as part of the Head Teacher's termly report.

Appendix 1 of this policy has a tracking bullying recording sheet to help children and adults to understand when and how bullying may be taking place.

Strategies for preventing bullying

As part of our ongoing commitment to the safety and welfare of our pupils, we at Cape Primary have developed the slogan, "No. Stop! I don't like it." This aims to empower our pupils to stand up to 'any' unwanted behaviour. We regularly raise awareness of what bullying is, where to seek help and how to get support if we feel we are behaving inappropriately towards others. This is conducted via assemblies, visitors, workshops, staged-performances and whole class teaching. An Anti-Bullying Box is available for children to seek help, however, this is rarely used as our pupils generally seek a trusted adult to speak to directly. An Anti-Bullying poster (designed by a competition winner) welcomes every child into their class – as a reminder that 'Bullies are not welcome here!' The School Council and British Value Ambassadors routinely discuss Anti-Bullying to ensure it is kept in the forefront of everyone's minds. Whole school competitions and assemblies raise its awareness and The School Council and British Value Ambassadors have also chosen to become Friendship Buddies, who listen and look out for signs of negative behaviour around our school.

Cape Primary takes part annually in National Anti-Bullying Week. Child-line visit KS2 classes and their posters are displayed around school. Online Safety training is regularly completed by both staff and pupils as its dangers are evolving daily. Internet safety is also shared with our families, who are given guidelines on how to protect their children through Cape Can Sessions, Cape Chronicle newsletters and the Cape Primary School website.

The Prevent Duty

From 1 July 2015 all schools are now subject to a duty under section 26 of the Counter Terrorism and Security Act 2015, in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism". This duty is known as the Prevent Duty.

A Prevent Duty plan is in place to protect our children from the risk of radicalisation. There is no single way of identifying an individual who is likely to be susceptible to a terrorist ideology. School staff should use their judgement in identifying children who may be at risk of radicalisation and report to the Designated Safeguarding Person (DSP).

At Cape Primary by promoting fundamental British Values in our over-arching school ethos, we aim to build pupils' resilience to radicalisation and enable them to challenge extremist views. It is important to emphasise that the Prevent Duty is not intended to stop pupils debating controversial issues. On the contrary, we aim to provide a safe space in which children, young people and staff can understand the risks associated with terrorism and develop the knowledge and skills to be able to challenge extremist arguments. The pupils in Year 6 start their first half term with a Safeguarding Day, which incorporates peer pressure and extremism, and is delivered by members of the Emergency Services, Sandwell Agencies and DECCA.

Links with other Policies

The policies below all relate to issues surrounding bullying and should be referred to, when necessary, in relation to the Anti-Bullying Policy:

- Behaviour and Discipline Policy
- Exclusions Policy
- Safeguarding Policy
- Acceptable Use Policy
- PSHE and Citizenship Policy
- Equality Policy
- Confidentiality Policy
- Prevent Duty Plan
- Complaints Policy
- Computing Policy/Online safety policy

Useful Organisations

- Anti-Bullying Alliance: www.anti-bullyingalliance.org.uk
- Childline: www.childline.org.uk
- Family Lives: www.familylives.org.uk
- Kidscape: www.kidscape.org.uk
- MindEd: www.minded.org.uk
- NSPCC: www.nspcc.org.uk
- The BIG Award: www.bullyinginterventiongroup.co.uk/index.php
- PSHE Association: www.pshe-association.org.uk
- Victim Support: www.victimsupport.org.uk
- Young Minds: www.youngminds.org.uk
- Barnardos LGBT Hub:
www.barnardos.org.uk/what_we_do/our_work/lgbtq.htm
- Young Carers: www.youngcarers.net
- Kick it Out: www.kickitout.org
- The Restorative Justice Council: www.restorativejustice.org.uk/restorative-practice-schools
- Mencap – www.mencap.org
(Mencap is a learning disability charity that provides information and support to children and adults with a learning disability, and to their families and carers).
- Educational Action Challenging Homophobia (EACH) – www.eachaction.org.uk (Educational Action Challenging Homophobia (EACH) is a charity and training agency helping people and organisations affected by homophobia. The website gives guidance, contact details and a free phone helpline).
- School's Out – www.schools-out.org.uk
(School's Out promote equality, safety and visibility in education for LGBT people and all the protected characteristics)
- Beatbullying – www.beatbullying.org.uk
(Beatbullying is the leading bullying prevention charity in the UK and provides anti-bullying resources, information, advice and support for young people, parents and professionals affected by bullying.)
- Childnet International – www.childnet-int.org (Childnet International - The UK's safer internet centre.)

Appendix 1:



Name:

Year:

Start date:

Tracking Bullying

Five Point Scale



Five Point Scale		Why are you at that point on the 5-point scale? What happened today? Think about:
Day 1		At home
		At school
Day 2		At home
		At school
Day 3		At home
		At school
Day 4		At home
		At school
Day 5		At home
		At school



Five Point Scale		Why are you at that point on the 5-point scale? What happened today? Think about:
Day 6		At home
		At school
Day 7		At home
		At school
Day 8		At home
		At school
Day 9		At home
		At school
Day 10		At home
		At school