ANTI-BULLYING/HARASSMENT POLICY

The Courtyard offers a tailored educational and social provision with a holistic approach. We aim to equip our students with the skills and experiences needed to discover and thrive with increased independence in their next stage of life.

ANTI-BULLYING/HARASSMENT 2025-2026 - POLICY STATEMENT

Approval Committee:	**Full Governing Body**
Author:	**Headteacher**
Last reviewed:	**March 2026**
Next review date:	**March 2027 (annually)**
Required to publish on website?	**Yes**
Statutory?	**Yes**

ANTI-BULLYING/HARASSMENT POLICY OBJECTIVES

The objectives of the policy are:

1. To provide guidelines for parents / carers, students and staff for dealing with bullying/harassment.
2. To outline clear procedures for reporting bullying/harassment incidents.
3. To outline the sanctions which will be used against students found bullying/harassing.
4. To outline the preventative measures The Courtyard undertakes in the academic curriculum to prevent bullying/harassment.
5. To outline the strategies used to support students who have been bullied/harassed.
6. To continually review The Courtyard's practices and procedures with regard to bullying/harassment.

ORGANISATION OF THE POLICY

This policy has been developed to reflect the most recent Keeping Children Safe in Education (KCSiE) Statutory Guidance (1st September 2025).

The Governing Body receives a termly report which identifies the number and nature of incidents and the success rate at resolving the bullying/harassment situation.

DEFINITION

Bullying is: A wilful, conscious desire to hurt, threaten or frighten someone.

Bullying is:

- Persistent;
- Intimidating, fearful, stressful;
- Pre-meditated;
- Intentional; and / or
- Not only physical; it may be psychological.

It includes:

- Name calling;
- Physical violence;
- Demands for money or possessions;
- Hiding possessions;
- Applying pressure to make an individual do something they do not want to do;
- Threatening behaviour;
- Spreading rumours;
- Deliberately ostracising;

- Teasing and tormenting including about race, gender, class, personal appearance, disabilities, sexual preference, Courtyard Performance;
- Distributing notes, writing graffiti;
- Harassment; and / or
- Cyber-bullying/harassment via emails, text messages and / or social media sites.

Harassment is: Unwanted behaviour related to a characteristic, which has the purpose or effect of violating a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for the person".

Characteristics include: age, disability, gender reassignment, race, religion or belief, sex and sexual orientation. There are additional reasons why a person may be subjected to harassment including class, cultural or language differences, and membership or non-membership of a team/club.

Harassment can cause a person to feel threatened, humiliated or patronised. Such behaviour can interfere with the person's school performance and create a threatening or intimidating learning environment.

Whether harassment is intentional or unintentional, the key feature is its effect on the person rather than the motive of the perpetrator.

Harassment can take many forms. These include:

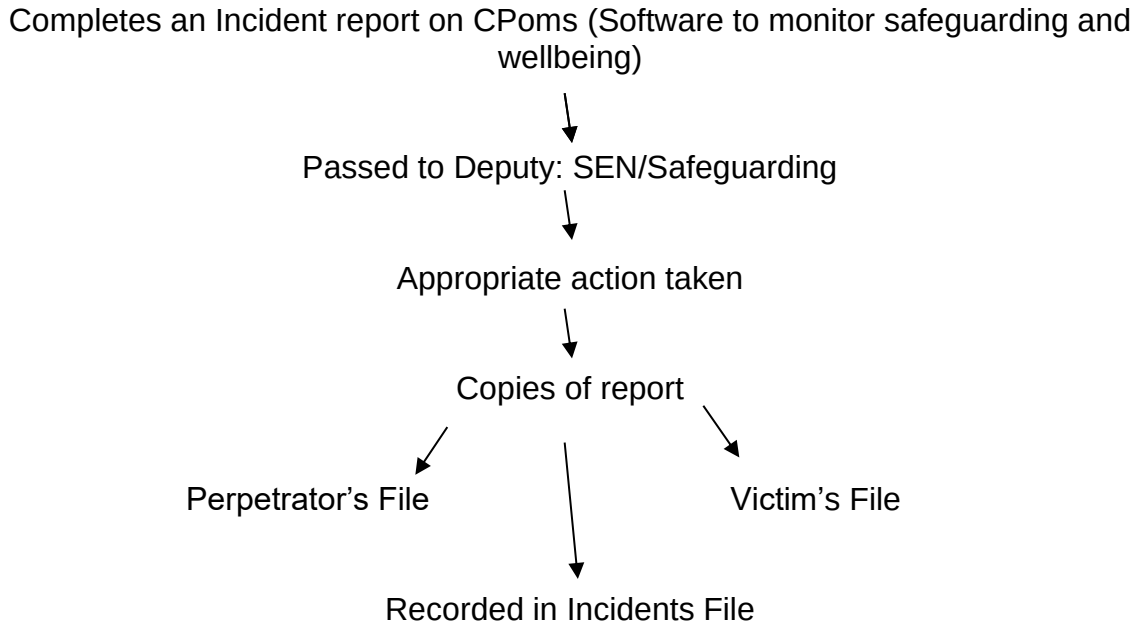
- the display or distribution of offensive material, graffiti or badges;
- non-verbal abuse such as offensive gestures and body language;
- inappropriate comments about someone's appearance;
- probing questioning and comments as to a person's intellect or attainment;
- intrusive questioning about someone's private life;
- verbal abuse such as suggestive remarks, 'jokes' and name calling;
- physical contact such as unnecessary touching;
- threatened or actual physical abuse or attack.

In extreme cases, such as stalking, assault, rape, incitement to racial hatred or homophobic hate crime, harassment may constitute a serious criminal offence.

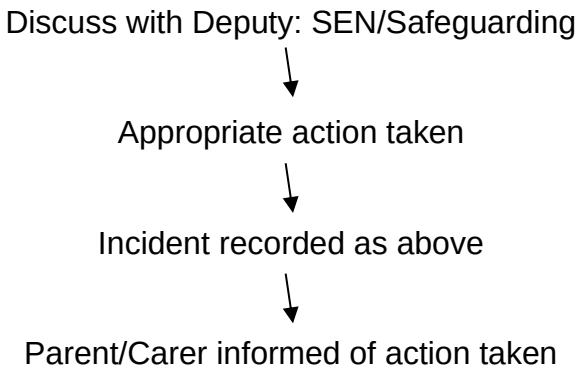
Freedom of expression may sometimes be used as a defence to allegations of harassment. Freedom of expression is a fundamental right and staff should recognise that students have the right to express their religious, political and philosophical beliefs in the school within limits. Freedom of expression can never be used as justification for making statements/comments which discriminate against or harass, or incite violence or hatred against other people or groups, particularly by reference to their characteristics.

PROCEDURES FOR REPORTING BULLYING/HARASSMENT INCIDENTS

A) The adult who witnesses or is told of an incident:



B) If a parent/carer reports an incident to a member of staff:



SANCTIONS

Each case of bullying/harassment will be examined and the severity of the bullying/harassment taken into account when deciding upon the most appropriate sanction(s).

Following an incident of bullying/harassment the senior leadership team will consider whether it is necessary to inform the parent/carer of the perpetrator according to the severity or frequency of the incident(s). Parents/carers may be required to attend the school to discuss concerns around their child's conduct".

All the following sanctions are available:

- Verbal apology and assurance that bullying/harassment will not continue. This is to be made in front of Deputy/Assistant Head: Pastoral;
- Written apology, as above;
- Allocation of place in classroom by teacher;
- Placement on a learning agreement;
- Withdrawal from social areas at break and lunchtimes;
- Withdrawal from extra-curricular activities;
- Internal reflection with a member of the Pastoral Team for a short period (half day or single full day);
- Engagement with Targeted Youth Support;
- Suspension;
- Permanent exclusion from the Courtyard.

PREVENTATIVE MEASURES

The Courtyard aims to prevent bullying/harassment through improving the Courtyard environment and raising the issue of bullying/harassment in the curriculum.

The Environment

1. Staff who are on duty at break and lunchtime should be vigilant and patrol areas of the Courtyard.

2. There are designated 'quiet' areas in the school for students who do not wish to join in social games.

SUPPORT FOR VICTIMS

There are various ways in which the Courtyard can support the victims of bullying/harassment. These include:

- Giving reassurance;
- Mediation – an adult-led discussion with both alleged perpetrator and victim present. After discussion, perpetrator apologises for behaviour;
- Encouraging other students to become 'buddies' of the victim;
- Providing the victim with strategies to overcome bullying/harassment (See Appendix);
- Providing counselling.

SUPPORT FOR PERPETRATORS

There are various ways in which the Courtyard can support the perpetrators of bullying/harassment. These include:

- Awareness of the individual to understand any difficulties they may experience in processing information.
- Mediation – an adult-led discussion with both alleged perpetrator and victim present. After discussion, perpetrator apologises for behaviour;
- Social Skills development – with Pastoral Team, SpLT, CAMHS or EP.
- Providing the perpetrator with strategies to manage anxiety-provoking / frustrating challenges;
- Providing counselling.

MONITORING PROCEDURES

The policy will be reviewed annually, or as required, by the Headteacher who will:

- Monitor the number of bullying/harassment incidents recorded on Cpoms
- Ensure that the PSD/PHSE curriculum is updated;
- Discuss with the Link Governor for Safeguarding.

APPENDIX

The Courtyard Anti-Bullying/Harassment Expectations

At the Courtyard we want every student to fulfil their potential in a safe culture without fear of bullying or harassment.

Being harassed means being on the receiving end of behaviour that is unwanted. Its purpose is to embarrass or taunt someone.

Any form of bullying or harassment is **WRONG** and will not be allowed to continue.

Types of harassment include:

Physical	Fighting, pushing, shoving, gestures and / or invasion of personal space.
Verbal	Name-calling and offensive language, including comments about race, colour and / or sexuality, derogatory use of negative language to convey lesser status of objects such as “those trainers are gay”, rumour spreading.
Visual	Spreading offensive notes, graffiti or other material and / or, damage to possessions.
Victimisation	Making others the butt of “jokes”, threats to “get” people or members of their family and friends, demanding money and / or, groups seeking to dominate less powerful individuals or groups.
Sexual	Touching or brushing against individuals in a sexual manner, sexually orientated “jokes”, drawings and literature, commenting on size and shape of an individual's body, making comments about an individual's morals, invitations of a sexual nature that are unwanted and / or, asking inappropriate questions about an individual's private life.
Cyber-bullying/harassment	Using online and telecommunications technology to engage in any of the behaviours listed above.

There are many other types of harassment but **REMEMBER**:

This type of behaviour becomes harassment when you have made it known that it is unwelcome or unwanted and it does not stop immediately.
Action will always be taken by The Courtyard staff where students make complaints of bullying/harassment. Sanctions for severe or repeated behaviour can include permanent **exclusion**.

The Courtyard Anti-Bullying/Harassment Pledge:

I understand that bullying/harassment is WRONG in any situation.

I understand that there are different types of bullying/harassment behaviour and that they will not be accepted at the Courtyard.

I know that there is support for students who experience bullying/harassment at the Courtyard and agree to work with the Courtyard staff where necessary and not take matters into my own hands.

I understand and accept that there are consequences in place at the Courtyard regarding bullying/harassment.

I will do my best to do what's right when I experience or become aware of bullying/harassment at the Courtyard.

Signed _____ Date _____

Incident report form

Letter to parents/carers

Working with students involved in bullying/harassment situations

Student document

Date

Name
Address
Address
Address
Address

Dear (XXX)

Thank you for bringing to the school's attention your recent concerns about (XXX) being bullied/harassed.

We take incidents of bullying/harassment, or suspected bullying/harassment, very seriously at the Courtyard and want to ensure you that the matter has been fully investigated.

The matter has been dealt with in the following way:

The following ongoing support will be provided to the victim:

Please do not hesitate to contact us again should you feel more support is needed.

Yours sincerely

Deborah Shepherd
Headteacher
The Courtyard
02038596350

WORKING WITH STUDENTS INVOLVED IN BULLYING/HARASSMENT SITUATIONS

STRATEGIES FOR STAFF

Below are various strategies and procedures that staff will employ when dealing with incidents of bullying/harassment. In all cases staff must follow the procedures for recording incidents.

A) Supporting the Victims of Bullying/harassment

Reassuring the Victim

Reassure the victim that:

i. Generally, once an incident has been reported and the perpetrator confronted, bullying/harassment ceases.
ii. Each case of bullying/harassment is noted on the perpetrator's file and all incidents collated.
iii. They must report subsequent incidences.
iv. Any re-occurrence of the bullying/harassment will be dealt with immediately.

Enlisting the Help of Other Students

Other students can be asked to help the victim by spending time with them at break and lunchtimes, etc. This will be supervised by a member of staff and could be in the form of an organised social activity if necessary.

Dealing with Bullying/harassment Situations

According to the circumstances victims should be encouraged to:

- Leave a bullying/harassment situation.
- Not respond to name calling.
- Enlist the support of bystanders.
- Resist manipulation and threats by saying 'No'.
- Ensure they are not alone at vulnerable times, e.g., break, lunchtimes, or that they go to a supervised area/activity.
- Try to remain calm in stressful situations.
- Escape safely from physical restraint.

B) Dealing with Perpetrators of Bullying/harassment

The methods staff employ when dealing with incidents of bullying/harassment will depend on the severity of each individual case. Following are two methods that

might be employed whilst trying to investigate incidents or if the incidents are relatively minor.
Once it has been established that bullying/harassment has taken place, however minor, the bully must be told that the incident will be recorded and placed on their file.

The Method of Shared Concern

The aim of this method is to establish ground rules which will enable students to co-exist within the same school. It may be a useful method if there has been a certain amount of provocation on the part of the victim.

The alleged perpetrator(s) doing the bullying/harassment are seen first. The situation is not confrontational, the premise is that there is a problem - it has been witnessed and the bullied student is unhappy and has experienced bullying/harassment. Discussion leads to mutual agreement that the perpetrator will help improve the situation in some way, e.g., stick up for or be friendly to the student in some way.

The victim is seen. The aim is for support to be offered to the victim. In the case where the victim perhaps contributes to the situation by their provocative behaviour, help can be given to enable them to understand that their behaviour too should change.

A week later there are follow-up talks to check on progress. A final meeting is held with all parties present to agree what determines reasonable behaviour and to determine long term strategies for maintaining co-operative behaviour.

The No Blame Approach

This is similar to the Shared Concern Approach, but the victim is seen first. Their distress is then related to the perpetrator, colluders and bystanders as a group. Solutions to solve the problem are asked for and the follow up is as for the Shared Concern Method.

Supporting the perpetrator of bullying/harassment

Supporting and educating the perpetrator of a bullying/harassment incident is viewed with the upmost importance at the Courtyard. Learning a new method of behaviour and engagement with others can be a difficult skill to acquire and requires guidance and teaching from professionals.

An event narrative form is used to help explain to the perpetrator the impact of their behaviour on others. It helps the student to understand how their actions may be viewed by others and how their behaviour should be different to ensure the health and well-being of all involved.

Perpetrators of bullying/harassment may require this teaching to be delivered over a number of sessions and for it to be reinforced by all adults the student comes into contact with, both in school and at home.

The perpetrator will work with the Pastoral Team to practise safe and respectful engagement with others through modelling and role-play, as well as through social-skills development sessions.

A Positive Behaviour Support Plan (agreement) will be put in place to support the perpetrator to monitor their own engagements with others and to recognise appropriate and inappropriate interactions.

This plan will be shared with the student, professionals at school and parents/carers at home to ensure consistency and reinforcement of the new skill.

The plan will be monitored for a period of 3 weeks before it is reviewed to ensure that this new social skill has been understood and embedded.

All staff should discuss the incidents with the Designated Safeguarding Lead. Changes in behaviour are often the first sign of something more significant.

STUDENT DOCUMENT

Bullying/harassment is: A wilful, conscious desire to hurt, threaten, intimidate or frighten someone.

If you are being bullied/harassed what should you do?

Tell an adult
- Tell your Keyworker.
- Tell any Teacher.
- Tell a Parent / Carer.
- Tell any Member of Staff/Headteacher.
- Use the Concerns Box.

If you see somebody being bullied/harassed what should you do?

1. Avoid joining in with the bullying/harassment.
2. Avoid laughing or showing signs that you approve of what the perpetrators are doing.
3. Encourage the victim to seek support from an adult.
4. **Tell** a Teacher or any other member of staff.

The Courtyard promises to:-

1) Investigate all reported cases of bullying/harassment.
2) Record all cases of proven bullying/harassment.
3) Take appropriate action to support and educate all involved.

What will happen to the perpetrator?

1) A record of the bullying/harassment incident will be kept in the perpetrator's file.

2) A variety of sanctions may be used, including withdrawal from social areas at break and lunchtimes, detentions, suspensions and permanent exclusions.

3) A Positive Behaviour Plan will be discussed and introduced to help teach the perpetrator

4) This record will remain on the student's record for the duration of their school placement.