

# Anti-Bullying Policy

## Caterham Summer School



CATERHAM  
SCHOOL

Policy Author:

Date Reviewed by Authors:

Next Review Date:

Summer School Manager

Spring Term 2026

Spring Term 2027

## Caterham Summer School

### Anti-Bullying Policy

**Policy Status:** Anti-Bullying, Behaviour, Safeguarding and Child Protection

**Applies to:** All staff and students

**Author:** Summer School and Holiday Programmes Manager

**Last reviewed:** April 2026

**Next review:** April 2027

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### 1. Policy Statement

Caterham Summer School is committed to providing a safe, supportive and inclusive environment in which all students are treated with dignity and respect. **Bullying, in any form, is unacceptable and will not be tolerated.**

This policy applies to all students participating in Caterham Summer School programmes, whether on campus, in boarding houses, during lessons, activities, trips, online, or in any situation connected to the Summer School.

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This policy reflects current statutory safeguarding and behaviour guidance, including [Keeping Children Safe in Education \(KCSIE\) – GOV.UK](#), [Behaviour in Schools Guidance – GOV.UK](#) and [Teaching Online Safety in Schools – GOV.UK](#)

### 2. Definition of Bullying

Bullying is behaviour by an individual or group that is **repeated, intentional, and designed to hurt, intimidate, or exclude another person**, where there is a perceived imbalance of power.

Bullying may include:

- **Emotional or psychological bullying**  
(e.g. intimidation, exclusion, humiliation)
- **Verbal bullying**  
(e.g. name-calling, teasing, threatening language)
- **Physical bullying**  
(e.g. hitting, pushing, damaging belongings)
- **Cyberbullying**  
(e.g. abusive messages, social media misuse, sharing images or messages without consent)
- Racist, religious, cultural, sexual orientation, gender-based or disability-related bullying  
(often called **discrimination**)

Caterham Summer School recognises its responsibilities under the [Equality Act 2010 – GOV.UK](#) to protect students from discriminatory bullying and harassment.

All forms of bullying are treated with equal seriousness.

### 3. Aims of the Policy

This policy aims to:

- Promote a caring, respectful and inclusive Summer School community
- Prevent bullying through education, positive relationships and clear expectations
- Encourage students to speak up if they or others experience bullying
- Ensure incidents are dealt with promptly, fairly and consistently
- Support both the victim and the student responsible for bullying behaviour

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### 4. Preventative Measures

Caterham Summer School seeks to prevent bullying through:

- Clear expectations set out in the Caterham Summer School Student [Code of Conduct](#) and Caterham Summer School [Behaviour Policy](#)

- Strong pastoral support within boarding houses
  - Staff visibility and supervision throughout the day and evening
  - PSHE-style discussions and guidance delivered through informal activities and boarding staff interactions rather than timetabled lessons
  - Promotion of cultural awareness and respect in an international community
  - Clear guidance on acceptable online behaviour and use of personal devices
  - Online behaviour expectations reflect guidance from the [UK Council for Internet Safety \(UKCIS\)](#)
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## 5. Roles and Responsibilities

### 5.1 Students

All students are expected to:

- Treat others with kindness, respect and consideration
- Challenge bullying behaviour where safe to do so
- Report bullying if they experience or witness it
- Cooperate fully with investigations

### 5.2 Summer School Staff

All staff have a responsibility to:

- Be vigilant to signs of bullying
  - Take concerns seriously
  - Act promptly and appropriately
  - Record and report incidents in line with this policy
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### 5.3 Boarding and Pastoral Structure

You can report any concerns to any of the Caterham Summer School staff:

- **Housemasters / Housemistresses (HSMs)**
    - Lead the response to bullying within the boarding house
    - Liaise with parents/guardians where appropriate
    - Implement sanctions and support plans
  - **Assistant Housemasters / Housemistresses (AHSMs)**
    - Support investigations
    - Monitor student wellbeing
    - Communicate with HSMs
  - **Resident Welfare Assistants (RWAs)**
    - First point of contact for many students
    - Provide immediate support and reassurance
    - Report concerns to senior pastoral staff
  - **Summer School Matrons**
    - Provide emotional support
    - Support students who are distressed or anxious
  - **Activities Coordinator, Trips Coordinator, Activities Assistants**
    - Monitor behaviour during activities and trips
    - Report concerns to boarding staff or management
  - **Summer School Manager (Gareth Taylor)**
    - Oversight of serious or repeated incidents
    - Ensures policy is applied consistently across the programme
  - **Academic Director (Stephen Hosking)**
    - Supports behaviour management during lessons
    - Works with HSMs where incidents cross academic and pastoral contexts
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## 6. Reporting Bullying

Students are encouraged to report bullying **as soon as possible**.

They may speak to:

- Housemaster or Housemistress
- Assistant Housemaster or Assistant Housemistress
- Resident Welfare Assistant
- Summer School Matron
- Activities, Trips or Teaching staff
- Summer School Manager

Students may ask to speak privately and may be supported by a friend if they wish.

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## 7. Responding to Bullying Incidents

All reports of bullying will be:

1. Taken seriously
2. Investigated promptly and sensitively
3. Recorded appropriately

The response will be proportionate to the seriousness of the incident and may include:

- Mediation and restorative conversations
- Behaviour monitoring
- Loss of privileges
- Boarding-based sanctions
- Formal warnings
- In serious cases, suspension from activities or removal from the programme

Parents/guardians will be informed where appropriate.

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## 8. Support for Students

### 8.1 Supporting the Victim

Support may include:

- Regular check-ins with pastoral staff
  - Adjustments to accommodation or groupings if necessary
  - Ongoing monitoring to ensure the bullying has stopped
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### 8.2 Supporting the Student Responsible for Bullying

The school recognises that bullying behaviour may arise from underlying difficulties. Support may include:

- Clear guidance on acceptable behaviour
  - Behaviour targets and monitoring
  - Pastoral support and reflection
  - Engagement with parents/guardians
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## 9. Cyberbullying

Cyberbullying is treated as seriously as face-to-face bullying.

- The use of social media or messaging apps to intimidate, exclude or upset others is prohibited
- VPN use is not permitted
- Personal devices are handed in overnight
- Incidents occurring off-site or outside school hours will be addressed if they impact the wellbeing of students or the Summer School community

**10. Record Keeping and Monitoring**

- All bullying incidents are logged
  - Patterns of behaviour are monitored
  - This policy is reviewed annually
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**11. Links to Other Policies**

This policy should be read alongside:

- Caterham Summer School Student [Code of Conduct](#)
  - Caterham Summer School [Behaviour Policy](#)
  - Caterham Summer School [Safeguarding Policy](#)
  - Caterham Summer School [Online Safety Policy](#)
  - Caterham Summer School [Acceptable Use for Students Policy](#)
  - Caterham School [Boarding Principles and Practice](#)
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**12. Policy Review**

This policy is reviewed annually and after any safeguarding incident or significant change in guidance.

This policy reflects statutory guidance and Caterham School best practice.

It is due for review in April 2027