



The  
Grammar  
School  
Nicosia



1963

# ANTI-BULLYING POLICY

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**PERSON RESPONSIBLE:** Mr Costas Christophorou (Headmasters Office)

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## Anti-Bullying Policy

The Grammar School Nicosia is committed to providing a safe, respectful and supportive school environment for all students. Bullying of any kind is not accepted.

All students have the right to feel safe at school, online, during school activities and while representing the school. The school will take all reported bullying concerns seriously and will respond in a fair, careful, student-centred and protective way.

### 1.1 Purpose of the Policy

This policy explains:

- what bullying is;
- what forms bullying may take;
- how students, parents and staff can report bullying;
- how the school responds to bullying concerns;
- how students are supported and protected;
- what consequences apply when bullying is confirmed;
- how the school works to prevent bullying.

### 1.2 Scope of the Policy

This policy applies to all students of The Grammar School Nicosia.

It applies to bullying that takes place:

- on school premises;
- during lessons, breaks and school activities;
- on school buses or school trips;
- during school events;
- online, when the behaviour affects a student's safety, wellbeing or school life;
- outside school, when the incident affects relationships, safety or wellbeing within the school community.

### 1.3 Definition of Bullying

Bullying is behaviour that is intentional, repeated or likely to be repeated, and causes harm, fear, distress or humiliation to another student.

Bullying usually involves an imbalance of power. This may include physical strength, popularity, age, social influence, access to private information, online influence, or any other situation where one student finds it difficult to defend themselves.

Bullying is not the same as a one-off disagreement, argument or conflict between students of equal power. However, even one serious incident can be treated as bullying if it causes harm, intimidation or fear, or if there is a risk that it will continue.

Some bullying incidents may also be considered peer-on-peer abuse. In such cases, the school will follow the Safeguarding and Child Protection Policy alongside the Anti-Bullying Policy.

### 1.4 Forms of Bullying

Bullying can take different forms. These include, but are not limited to:

#### **Physical Bullying**

Physical bullying includes:

- hitting, kicking, pushing or tripping;
- damaging or taking another student's belongings;
- threatening physical harm;
- blocking someone's way or using physical intimidation.

#### **Verbal Bullying**

Verbal bullying includes:

- name-calling;
- insults;
- teasing that is hurtful or repeated;
- threats;
- offensive comments about appearance, family, background, ability, religion, nationality or personal characteristics.

### **Social or Relational Bullying**

Social or relational bullying includes:

- excluding someone on purpose;
- spreading rumours;
- encouraging others not to speak to or include someone;
- embarrassing someone in front of others;
- damaging someone's friendships or reputation.

### **Cyberbullying**

Cyberbullying includes:

- sending hurtful, threatening or humiliating messages;
- sharing photos, videos or personal information without permission;
- creating fake accounts or impersonating another student;
- excluding someone from online groups in a harmful way;
- posting comments, images or videos intended to upset, shame or target another student;
- sharing, forwarding or reacting to harmful online content about another student;
- creating fake videos or photos of someone using AI or other means.

### **Discriminatory Bullying**

Discriminatory bullying is bullying linked to a student's identity, background, personal characteristics or perceived differences.

This includes bullying related to:

- nationality;
- language;
- religion;
- disability;
- appearance;

- gender;
- family circumstances;
- academic ability;
- social background;
- any other personal characteristic.

Discriminatory bullying is taken very seriously by the school.

## 1.5 What Bullying Is Not

Not every disagreement is bullying. The following are not always bullying, although they may still require school support or disciplinary action:

- a one-off argument;
- a disagreement between friends;
- mutual conflict between students;
- accidental hurt;
- a single unkind comment.

However, students should still report any behaviour that makes them feel unsafe, targeted, humiliated or repeatedly upset.

## 1.6 Preventing Bullying

The school works actively to prevent bullying and to promote a safe, respectful and supportive school environment.

Prevention is the responsibility of the whole school community and is supported through clear policies, staff training, student education and regular supervision.

The school works to prevent bullying through:

- clear expectations for student behaviour, as set out in the school's Code of Conduct, Safeguarding and Child Protection Policy, and the current Policy;
- safeguarding training for all teachers through the British Council Safeguarding Course;
- additional advanced safeguarding training completed by approximately 50% of teachers through the British Council Advanced Safeguarding Course;

- teachers are trained in **PSHE (Personal Social Health and Economic Education)**, to support the delivery of lessons linked to student wellbeing, respectful relationships and anti-bullying awareness;
- anti-bullying related activities/workshops incorporated into the curriculum across all year groups;
- workshops organised and conducted by the School Psychologist;
- cyberbullying awareness incorporated into the ICT curriculum;
- cyberbullying posters displayed in all computer labs;
- anti-bullying and safeguarding posters displayed in corridors and toilets, reminding students where and how they can seek help;
- supervision during breaks in all key areas of the school;
- pastoral support from Class Sponsors, Heads of Year, Headmasters and the School Psychologist;
- cooperation with parents and guardians;
- early intervention when concerns are noticed or reported.

Through these measures, the school aims to help students understand what bullying is, recognise harmful behaviour, report concerns safely, and contribute to a school culture based on respect and care.

## 1.7 Responsibilities

### Students

Students are expected to:

- treat others with respect;
- avoid behaviour that hurts, excludes, threatens or humiliates others;
- report bullying if they experience it or witness it;
- support classmates who feel isolated or targeted;
- use digital tools, group chats and social media responsibly;
- avoid sharing, liking or forwarding harmful content.

## Parents and Guardians

Parents and guardians are encouraged to:

- speak to their child about respectful behaviour;
- inform the school if they believe their child is being bullied or is involved in bullying;
- cooperate with the school during the handling of bullying concerns;
- avoid contacting other students or families directly in a way that could make the situation worse;
- support the school's actions to protect students and restore a safe environment.

## Teachers and Staff

Teachers and Staff are expected to:

- promote respectful behaviour;
- listen carefully to students who raise concerns;
- report bullying concerns through the correct school process;
- protect the identity and dignity of students involved;
- avoid dismissing concerns as “just teasing” or “normal conflict” without proper consideration;
- take reasonable steps to protect students from further harm.

## The school

The school is responsible for:

- responding to bullying concerns promptly and fairly;
- protecting students from further harm;
- supporting students who have been affected;
- addressing the behaviour of students who bully others;
- keeping appropriate records;
- involving parents and guardians where needed;

- referring serious concerns to safeguarding procedures or external authorities where necessary.

## 1.8 Reporting Bullying Incidents

Students are encouraged to report bullying as soon as possible.

The first person a student should report to is their **Class Sponsor**.

If the student does not feel comfortable speaking to their Class Sponsor, they can report the concern to:

- Head of Year;
- Deputy Headmaster in charge of Discipline;
- a Headmaster;
- the School Psychologist, who also acts as the Designated Safeguarding Lead;
- another trusted teacher.

Reports can be made by:

- the student who is being bullied;
- another student who has witnessed bullying;
- a parent or guardian;
- a teacher or member of staff.

Reports will be handled carefully and sensitively. The school will make reasonable efforts to protect the student's identity, especially in the early stages of reporting. Information will only be shared with staff who need to know in order to protect students and respond properly.

## 1.9 Anonymous or Indirect Reporting

The school recognises that some students may feel afraid, embarrassed or uncomfortable reporting bullying directly.

Where needed, concerns can be raised indirectly through:

- a parent or guardian;
- a trusted friend;
- a teacher;
- the School Psychologist;
- safeguarding reporting channels.

Anonymous reports will be considered seriously. However, the school may need further information to investigate properly and support the students involved.

## 1.10 Response to a Bullying Report

When a bullying concern is reported, the school will:

1. listen to the concern carefully;
2. check whether the student is safe;
3. record the concern appropriately;
4. decide who needs to be involved;
5. speak with the students concerned, where appropriate;
6. gather relevant information;
7. inform parents or guardians where necessary;
8. decide on support, protective measures and consequences;
9. monitor the situation afterwards.

The process will be student-centred and protective. The school will avoid actions that unnecessarily expose the student or place them at further risk<sup>1</sup>.

## 1.11 Student Support

When a bullying incident is reported and especially where it is confirmed, a **Student Support Team** will be formed to support the students involved.

The Student Support Team will comprise:

- The teacher or member of staff who the incident was reported to;
- a Headmaster;
- the Head of Year;
- the Class Sponsors of the student experiencing bullying and the student displaying bullying behaviour;
- the School Psychologist;
- the Deputy Headmaster in charge of Discipline;
- the School Nurse(if needed).

The Student Support Team will support both:

- the student who has experienced bullying; and
- the student who has displayed bullying behaviour.

The purpose of the Student Support Team is to protect the student who has experienced bullying, prevent further incidents, and help the student who displayed bullying behaviour understand the impact of their actions and change their behaviour.

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<sup>1</sup> The internal processes are available in a separate document available to teachers and staff.

The support period will begin with an approximate duration of two weeks. This period will be extended for as long as needed, until the student who has experienced bullying feels safe, comfortable and supported again within the school environment.

### 1.11.1 Support for the Student Experiencing Bullying

The school will provide support based on the student's needs. This can include:

- regular check-ins with a trusted member of the Student Support Team;
- counselling support;
- increased supervision where needed;
- changes to seating, groups or routines if necessary;
- support with friendships and confidence;
- protection from further bullying or retaliation;
- communication with parents or guardians where appropriate.

### 1.11.2 Support for the Student Displaying Bullying Behaviour

The school will also support the student who displayed bullying behaviour so that they understand the seriousness and impact of their actions.

Support will include:

- meetings with the School Psychologist;
- reflection activities;
- anti-bullying training with the School Psychologist;
- behaviour targets;
- parent or guardian meetings;
- monitoring by the Student Support Team.

Support does not remove the disciplinary consequences set out in this policy.

### 1.11.3 Support for Other Students Affected

Students who witness bullying may also need support. The school will speak with witnesses where needed, offer guidance, and remind students of their responsibility to report bullying and not encourage, share or support harmful behaviour.

## 1.12 Consequences and Disciplinary Action

Bullying is a serious breach of the school's expectations. Consequences will depend on the nature of the incident, the harm caused, the age of the students involved, whether the behaviour was repeated, and whether there was any retaliation, discrimination, violence or online abuse.

Where bullying is confirmed, the case will be referred to the **Discipline Committee**. The Discipline Committee will review the case and decide on the appropriate consequences, in line with the school's Discipline Policy and the seriousness of the incident.

The consequences may include the following:

**Out-of-school Suspension:** The student may receive out of school suspension, the duration of which will be based on the severity of the case.

**Anti-Bullying Training:** The student will complete anti-bullying training with the School Psychologist.

**Anti-Bullying Presentation:** The student will create an anti-bullying presentation. The presentation must show understanding of:

- what bullying is;
- how bullying affects others;
- why respectful behaviour is important;
- how students can help prevent bullying;
- what they personally need to do differently in the future.

The student will present this to their class during an English lesson or another suitable lesson, as decided by the school.

**Supervised Community Service:** The student may also be required to complete 1–6 hours of supervised community service within the school, or through another arrangement approved and/or supervised by the school, depending on the nature and seriousness of the incident.

**Further Disciplinary Measures:** In more serious cases, or where bullying continues, further consequences will be applied in line with the school's Discipline Policy.

These can include:

- parent or guardian meetings;
- loss of privileges;
- lowering of conduct on the school report;
- other appropriate disciplinary action.

Serious cases will also be handled under the school's Safeguarding and Child Protection Policy where there is a safeguarding concern.

### 1.13 Retaliation

Retaliation against a student who reports bullying, supports another student, or takes part in an investigation will not be tolerated.

Retaliation includes:

- threatening the student;
- excluding the student;
- spreading rumours;
- sending harmful messages;
- encouraging others to target the student;
- making the student feel unsafe because they reported a concern.

If retaliation occurs, it will be recorded and treated as a serious disciplinary matter. The Student Support Team will revisit the case and refer it to the Discipline Committee. Depending on the seriousness of the retaliation, the Discipline Committee may apply additional consequences in line with the Discipline Policy. Where appropriate, the case may also be referred to the Teachers' Body for consideration of expulsion.

### 1.14 Confidentiality and Student Protection

The school will handle bullying reports with care and confidentiality.

However, confidentiality cannot be absolute. Information may need to be shared with relevant staff, parents or guardians, safeguarding personnel or external authorities when this is necessary to protect a student or respond properly to the concern.

The school will always aim to protect the dignity, privacy and safety of the students involved.

### 1.15 Cyberbullying and Digital Evidence

Students and parents are encouraged not to delete evidence of cyberbullying before reporting it.

Useful evidence includes:

- screenshots;
- messages;
- usernames;
- dates and times;
- links;
- names of students involved;
- AI-generated content.

Students should not respond aggressively, forward harmful content, or try to deal with cyberbullying by escalating the situation online.

## 1.16 Recording and Monitoring

The school will keep appropriate records of bullying concerns and actions taken.

Records help the school to:

- identify repeated behaviour;
- monitor student safety;
- check whether interventions are working;
- improve prevention measures;
- meet safeguarding responsibilities.

## 1.17 Links with Other School Policies

This policy should be read together with the following school policies:

- Safeguarding and Child Protection Policy;
- Discipline Policy;
- Code of Conduct;
- Student Mobile Phone Usage Policy;
- Student iPad Usage Policy;
- Smart Devices Usage Policy;
- Usage of Artificial Intelligence Policy, where relevant.

## 1.18 Review of the Policy

This policy will be reviewed regularly to ensure that it remains effective, clear and aligned with school procedures and relevant guidance.

The school may update the policy earlier if required by legislation, Ministry guidance, safeguarding requirements or school needs.

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## Practical Guidance for Students and Parents

### What should I do if I am being bullied?

If you are being bullied, you should:

1. Tell your Class Sponsor as soon as possible.
  2. If you do not feel comfortable speaking to your Class Sponsor, speak to another trusted adult in school.
  3. Do not respond with aggression.
  4. Keep evidence, especially if the bullying is online.
  5. Tell your parents or guardians.
  6. Remember that reporting bullying is not “snitching”. It is asking for help and protection.
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### What should I do if I see someone being bullied?

If you see someone being bullied, you should:

1. Do not join in.
  2. Do not laugh, share or forward hurtful content.
  3. Support the student if it is safe to do so.
  4. Report the concern to your Class Sponsor or another trusted adult.
  5. If someone is in immediate danger, tell an adult immediately.
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### Parent Guidance

Parents and guardians should contact the school if they believe their child is experiencing bullying, witnessing bullying or taking part in bullying.

The first point of contact should usually be the child’s **Class Sponsor**.

If the concern is serious, sensitive or urgent, parents can contact:

- the Head of Year;

- Deputy Headmaster in charge of Discipline;
- a Headmaster;
- the School Psychologist / Designated Safeguarding Lead.

Parents are asked not to contact other students or families directly in a way that could increase conflict or place students under pressure. The school will handle the concern through the correct process and will work with parents to support the students involved.

The Grammar School, Nicosia