



ST. GEORGE
MADRID



International
Schools
Partnership

Anti-Bullying Policy

Anti-Bullying Policy

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Last Updated by: Melody Sunman (Designated Safeguarding Lead)

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[Link to main policy folder](#)

General statement

Bullying is unacceptable at St George Madrid and will not be tolerated in any form. The school recognises and takes note of bullying perpetrated inside and outside the school, which has an impact upon school life. The school will do what is practicable to eliminate any such bullying.

The school leadership team values the good relationships fostered within the school amongst students and between students and staff, and expects that every allegation of bullying will be taken seriously.

All staff, students and parents should be aware of the negative effects that bullying can have on individuals and on the school in general, and should work towards ensuring that students and staff can work in an environment without fear.

Aims

The aims of this policy are:

- To demonstrate that the school takes bullying seriously and that it will not be tolerated.
- To take measures to prevent all forms of bullying in the school.
- To support everyone in identifying and protecting those who might be bullied.
- To demonstrate to all that the safety and happiness of students and staff is enhanced by dealing positively with bullying.
- To promote an environment where it is normal practice and culturally.
- acceptable to tell someone about bullying and have clear systems in place to do so.
- To promote positive attitudes in students and staff.
- To develop reconciliation systems when dealing with bullying incidents.

Definition of Bullying

The Department for Education (DfE) in the United Kingdom defines bullying as: "Behaviour by an individual or group, usually repeated over a period of time that intentionally hurts another individual or group either physically or emotionally"

St George Madrid recognises that there are several forms of bullying and that they can be thought of as bullying if they are done maliciously, deliberately or persistently to hurt or upset or have that effect. This policy follows all statutory guidance in relation to bullying. Bullying can take many forms and these include:

Verbal e.g.

Deliberate, unkind and persistent remarks.
Racist, sexual or homophobic name calling.
Being hurtful about appearance.
Name calling, sarcasm, persistent teasing.

Theft/damaging property e.g.

Taking someone's possessions or school work, deliberately and breaking or damaging them.
Malicious damage to property e.g. pencil case, uniform.

Racist e.g.

A racial taunt, graffiti, gestures.
Making inappropriate comments regarding faiths and beliefs.

Cyber bullying e.g.

The use of ICT, particularly mobile phones and the internet, deliberately to upset someone else.
Hurtful, harmful messages sent from individuals and groups.
Use of apps to make malicious comments about others.

Emotional e.g.

Spreading hurtful rumours.
Writing graffiti or using images/offensive materials.
Tormenting, humiliating.
Excluding someone and leaving them out on purpose.

Physical e.g.

Pinching, punching, pushing, kicking and hitting.
Any violence that is done on purpose to others.

Sexual e.g

Making sexual comments.
Inappropriate touching.
Coercing others into sexual activity they don't want to be involved in.
Making comments about sexual experience or inexperience.
Sending, creating or passing on inappropriate images, including sexting.

Homophobic or transphobic e.g.

Making comments or discriminating because of, or focusing on the issue of sexuality or gender identity.

Responsibilities

Headteacher

The Headteacher will:

- Ensure that all staff have an opportunity to discuss and review strategies.
- Discuss development of the strategies with the Leadership Team.
- Ensure appropriate training is available.
- Ensure that the procedures are brought to the attention of all staff, parents and students.
- Act as first contact for incidents which require support from external agencies.

Heads of School

The Head of School will:

- Ensure staff have opportunities to discuss and review strategies.
- Keep the Headteacher and designated teacher informed of incidents Provide support

for the Head of Pastoral Care/Phase Leaders with incidents that need escalation or external agencies.

- Arrange relevant staff training.

Assistant Head (Pastoral Care)/ Student Behaviour & Conduct (Secondary)/ Deputy Head 6th Form

The Assistant Head (Pastoral Care)/ Student Behaviour & Conduct (Secondary)/ Deputy Head 6th Form will:

- Determine the strategies and procedures of the anti bullying policy.
- Be responsible for the day-to-day management of the policy and systems.
- Ensure that there are positive strategies and procedures in place to help both the bullied and bullies.
- Keep the Head of school and wider staff team informed of incidents
- Arrange relevant staff training.
- Determine how best to involve parents in the solution of individual problems.
- Ensure that the school's positive strategies are put into practice.
- Involve external agencies when necessary by contacting the Headteacher who has first contact with supporting agencies.

Form Tutors/Class Teachers

The Form Tutor will:

- Be responsible for liaising with the Assistant Head (Pastoral Care)/ Student Behaviour & Conduct (Secondary)/ Deputy Head 6th Form over all incidents involving students in their tutor group.
- Be involved in any agreed strategy to achieve a solution.
- Ensure any incidents are appropriately logged on iSAMS and/or MyConcern (the school safeguarding reporting tool).
- Take part in any anti-bullying initiatives/activities for awareness week.

All Staff

All staff will:

- Be familiar with the policy and procedures.
- Be observant and ask students what is happening to them.
- Deal with incidents according to the policy.
- Never let any incidence of bullying go unreported, whether on-site or during an off-site activity.

Anti-bullying education in the curriculum

The school will raise the awareness of the anti-social nature of bullying through the Ethics programme, school assemblies and the use of tutor time as well as recognising anti-bullying week.

The Assistant Head (Pastoral Care)/ Student Behaviour & Conduct (Secondary)/ Deputy Head 6th Form is responsible for initiating and developing with appropriate colleagues an anti-bullying programme as part of the Ethics curriculum.

Creating a community wide understanding that there will be zero tolerance of bullying and changing the attitude and behaviour of bullies will play a major part in the strategies used by the school.

Procedures

Signs of Bullying

Students who are being bullied may show changes in behaviour, eg becoming shy and nervous, feigning illness, taking unusual absences or clinging to adults. There may be changes in work patterns, a lack of concentration, or truancy.

All staff should be aware of these possibilities and report promptly any suspicions of bullying to the Assistant Head (Pastoral Care)/ Student Behaviour & Conduct (Secondary)/ Deputy Head 6th Form.

Students will be encouraged to report incidents of bullying, either verbally to a trusted adult in school, or online through the school's dedicated email address speakup@stgeorgemadrid.com. Anti-bullying information will be shared in Assemblies, Ethics lessons and Tutor times.

Dealing with Incidents:

- If bullying is suspected the incident will immediately be reported to the Assistant Head (Pastoral Care).
- The staff member will record the details of the incident on MyConcern.
- If there is a discriminatory element (race, gender, sexuality, disability etc) to the bullying allegation the Assistant Head (Pastoral Care) will inform the Headteacher and Director Tecnico immediately.
- The Director Tecnico will inform the school education inspector and open the relevant education ministry protocol.
- Parents will be informed that an investigation is taking place and that their child may be spoken to as part of the process; communications will be carefully worded to ensure no assumption or implication of blame is made at this stage.
- Staff teaching the bullied student and tutor will be informed where appropriate.
- The tutor will determine in consultation with the Assistant Head (Pastoral Care) the

appropriate strategy and plan of action to combat the bullying.

- The tutor will oversee the implementation of the strategy.
- Parents will be kept informed by the Tutor or Assistant Head (Pastoral Care)/ Student Behaviour & Conduct (Secondary)/ Deputy Head 6th Form.
- Any sanctions against the bullies will be determined by the Assistant Head (Pastoral Care)/ Student Behaviour & Conduct (Secondary)/ Deputy Head 6th Form in conjunction with the Head of Secondary.
- If a very serious incident occurs members of the School Leadership Team will be involved alongside other colleagues.
- All bullying incidents MUST be recorded on myconcern.

Bullied students

Staff who deal with students who have been bullied must always offer reassurance. Students who have been bullied will be given support determined by the Tutor/Class teacher and/or Assistant Head (Pastoral Care)/ Student Behaviour & Conduct (Secondary)/ Deputy Head 6th Form in consultation with the student.

Bullies

Changing the attitude and behaviour of bullies in conjunction with parental/guardian support will be part of the responsibility of the positive procedures used by the school. However, the school recognises that sanctions will also have to be used against bullies in accordance with the Behaviour & Relationships Policy.

Sanctions

Any of the school's formal sanctions can be used against bullies as appropriate (see Behaviour & Relationships Policy). For persistent offenders or incidents considered as serious acts of aggression a student could be permanently excluded.

Involvement of Parents

- Parents, as well as all staff and students, should know that the school will not tolerate bullying, and takes a positive approach to educating students to combat it.
- Parents of students who are being bullied and parents of the bullies will be involved in the solution to the problem, as appropriate, by the relevant Tutor/Class teacher, Assistant Head (Pastoral Care)/ Student Behaviour & Conduct (Secondary)/ Deputy Head 6th Form or Head of School.
- Parents will be informed of the policy and procedures and the possibility of permanent exclusion following serious acts of bullying.

Involvement of Students

Students will be involved in positive strategies through tutor group activities. A major part of the programme will involve educating students in how to cope with bullying.

Strategies for dealing with bullying

- All staff will ensure that students understand and adhere to the school code of conduct.
- Effective supervision of students to minimise the likelihood of bullying.
- Developing a culture which actively encourages students to report incidents of bullying.
- Discussing issues surrounding bullying in Ethics activities.
- Proactive staff intervention with the bullied and the bully to resolve incidents.
- On occasion, where appropriate, it may be productive for both parties to meet together with a member of staff.
- Application of school sanctions.

Recording and reporting

All incidents must be reported and recorded using school procedures and logged on MyConcern. The school has a duty to report all accusations of bullying to the Comunidad de Madrid.

Staff training

The Headteacher, Head of school, Assistant Head (Pastoral Care)/ Student Behaviour & Conduct (Secondary)/ Deputy Head 6th Form are responsible for arranging a programme of staff development, which will include anti-bullying strategies.

Monitoring and review

- The Assistant Head (Pastoral Care)/ Student Behaviour & Conduct (Secondary)/ Deputy Head 6th Form will keep and consider reports on serious incidents, and make a termly report, with statistics, to the Head of School and Headteacher.
- The Headteacher will consider the reports with the Leadership Team to determine what can be learned from the incidents and how they were handled with a view to improving the school's strategies.
- Recommendations for change to effect improvement will be made and enacted annually.

Appendix

What to Do if You Believe Your Child Is Being Bullied

At St George Madrid, we take every concern about bullying seriously. If you think your child may be experiencing bullying, please follow the steps below so that we can respond quickly, sensitively, and effectively.

1. Speak with your child

- Listen calmly and reassure them.
- Ask what happened, when, where, and who was involved.
- Collect any helpful information or evidence if they feel comfortable sharing it.

2. Contact the school promptly

Your first point of contact is your child's **Tutor or Class Teacher**, followed by the Pastoral Lead or the Safeguarding Team for more urgent concerns.

Please avoid contacting other families or students directly.

3. Share key information

When you contact us, please include:

- A short summary of your concern
- Any relevant details (dates, names, context)
- Any evidence you can safely share
- Any changes in your child's emotions or behaviour

4. The school begins an initial review

We will acknowledge your concern and begin:

- Speaking with relevant staff
- Assessing your child's wellbeing
- Gathering information discreetly
- Planning appropriate next steps

- Contact the school's education inspector and open the relevant ministry protocol if necessary

We will need to speak privately with your child to ensure they feel supported and to take a statement from them.

5. The school investigates

Our pastoral and safeguarding staff will:

- Speak individually with students involved
- Review behaviour records and observations
- Monitor social spaces more closely
- Work sensitively and confidentially throughout

Our aim is to understand the situation fully and support all students involved.

6. You will receive feedback

We will update you on:

- What we have found
- Any actions or support put in place
- How we will monitor the situation going forward

For more complex situations, there may be several follow-up conversations.

7. Support for your child

Depending on the situation, this may include:

- Pastoral check-ins
- Friendship or social support
- Mentoring or counselling
- Restorative conversations (only when appropriate and safe)
- Targeted PSHE education

8. Ongoing monitoring

We will:

- Continue supervising the situation
- Check in regularly with your child

- Adapt support where needed
- Keep clear records of all actions

9. Working in partnership

We ask parents to:

- Maintain open communication with us
- Encourage their child to share concerns early
- Support a restorative, educational approach
- Avoid discussing incidents publicly or on social media

Together, we can ensure every student feels safe, respected, and supported.

SGM, June 2026

