



ANTI-BULLYING POLICY

Document prepared by : Vice-Principal

Revision date : January 2018

Approved by : Principal

Approved on : January 2018

Distribution List : Board – Principal – Primary Director – Head of Departments – Academic Staff -
Students – Parents

TABLE OF CONTENT

I.	DEFINITION	2
II.	TYPES OF BULLYING	2
III.	GOALS OF THIS POLICY	3
IV.	SCHOOL RESPONSIBILITIES	3
V.	TEACHER RESPONSIBILITIES	3
VI.	PARENT RESPONSIBILITIES	3
VII.	STUDENT RESPONSIBILITIES	4
VIII.	ACTION TO BE TAKEN WHEN BULLYING IS SUSPECTED	4
IX.	FOR STUDENTS	4
X.	FOR PARENTS	5

At International Concept Education, we believe that all children have the right to an educational environment where they feel safe and which is free from harassment and bullying. This policy serves the entire school.

I. DEFINITION

Bullying is unwanted, aggressive behaviour among school aged children that involves a real or perceived power imbalance. The behaviour is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious, lasting problems.

In order to be considered bullying, the behaviour must be aggressive and include:

- **An Imbalance of Power:** Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- **Repetition:** Bullying behaviours happen more than once or have the potential to happen more than once. Bullying includes actions such as making threats, spreading rumours, attacking someone physically or verbally, and excluding someone from a group on purpose.

II. TYPES OF BULLYING

There are four types of bullying:

1. **Verbal bullying** is saying or writing mean things. Verbal bullying includes:
 - Teasing
 - Name-calling
 - Inappropriate sexual comments
 - Taunting
 - Threatening to cause harm
2. **Social bullying**, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying includes:
 - Leaving someone out on purpose
 - Telling other children not to be friends with someone
 - Spreading rumours about someone
 - Embarrassing someone in public
3. **Physical bullying** involves hurting a person's body or possessions. Physical bullying includes:
 - Hitting/kicking/pinching
 - Spitting
 - Tripping/pushing
 - Taking or breaking someone's things
 - Making mean or rude hand gestures

4. **Cyber Bullying** takes place using electronic technology i.e. mobile phones, tablets, laptops, computers, etc. Cyber bullying includes:
- Sending mean text messages or emails
 - Spreading rumours via email or social networking sites
 - Sharing embarrassing pictures, videos, websites or fake profiles

WHY IT IS IMPORTANT TO TAKE ACTION WHEN FACED WITH BULLYING

Bullying is painful. No one deserves to be a victim of bullying. Everyone has the right to be treated with respect. Students who bully need to learn different ways of behaving. It is our responsibility to respond swiftly and efficiently to such issues.

III. GOALS OF THIS POLICY

- to ensure that all students, parents and staff are aware of the above definition of bullying and the distressing effect it has on its victims
- to ensure that all students, parents and staff are fully aware of the referral procedures for reporting bullying incidents and the strategies adopted for supporting those involved in these incidents
- to establish a climate in which students who are bullied, or think another student is being bullied, can speak freely to an appropriate staff member with the full knowledge that they will be listened to and receive prompt, appropriate and a sensitive response
- to create a school community where bullying is recognized as unacceptable and where all students feel valued, secure and happy

IV. SCHOOL RESPONSIBILITIES

- Involve staff, parents and students in supporting the procedures instigated across the school
- Ensure the staff work within the guidelines of the policy
- Provide support and guidance to targets of bullying
- Provide intervention with individuals who bully others

V. TEACHER RESPONSIBILITIES

- Model anti-bullying attitudes and behaviour
- Listen and respond to reports of bullying, provide support and refer as needed
- Implement the school code of conduct and anti-bullying policy P

VI. PARENT RESPONSIBILITIES

- Support the values of tolerance and respect at home
- Encourage your child to exercise these values in all contexts including at school
- Report bullying and encourage your child to do so
- Provide support and encourage your child to seek help

VII. STUDENT RESPONSIBILITIES

- Show respect for all members of the school community
- Speak out against bullying and report it when you see it
- Support students who are bullied

To prevent Bullying, students need to:

- work to create a happy school environment for all
- respect themselves and others
- learn to tolerate and accept individual differences
- stand up against bullying behaviour
- support the school policy on bullying

VIII. ACTION TO BE TAKEN WHEN BULLYING IS SUSPECTED

Teachers will respond to all episodes of bullying in order to send a clear message that it is unacceptable. Different responses may be appropriate depending on the nature and degree of the bullying. The questions identified below, will be used initially to determine if the incident is primarily bullying or if falls into another sanctions category. The teacher will ask the student the following types of questions:

- Was there teasing or aggressive words or actions said?
- Was the bullying unprovoked?
- Did the bullying intend to hurt, harm or frighten?

If it's not a bullying incident it could be:

- Conflict – this may require conflict resolution
- Discipline – this may require appropriate sanctions
- Learning – this may require learning support

IX. FOR STUDENTS

If you are Bullied YOU need to:

- tell the bully to stop
- seek help and talk about it to someone you trust
- report it to a teacher
- try not to show you are upset- this is hard, but a bully thrives on someone's fear
- stay with a group of friends/people- there is safety in numbers
- don't fight back as it may make matters worse

In cyber bullying YOU need to:

- tell a trusted adult about the bullying
- don't open or read messages from cyber bullies
- tell a teacher or administrator at your school if school related
- don't erase the messages- they may be used to take action
- protect yourself- never agree to meet face to face with anyone you meet online
- block bullies on 'chat or instant' messaging websites
- always make sure your privacy settings are tight

If you know someone who is being bullied, YOU need to:

- care enough to do something about it, whether it affects you personally or not
- step in early and try to defuse the situation before it gets out of hand
- report it to a teacher or parent - take a friend with you if you want
- don't be, or pretend to be, friends with a bully
- don't be tempted to forward cyber messages on
- don't join a cyber-group just to find out 'what is going on'

X. FOR PARENTS

If your child is Bullied, you need to:

- work with the school to support your child
- call the school not the other child's parents
- report the incidents even if your child does not want this
- tell your child the following
- that bullying is wrong
- all students have the right to attend school without fear
- the problem is unlikely to stop without adult intervention
- if cyber bullying and school related, make a screen print of the bullying comments/photos and take to the school Principal
- check your child's privacy settings
- report the bullying person's cyber name to the website provider
- if extremely explicit take the screen shots to the police or local safeguarding authority
- help your child learn to stand up against bullying behaviour
- support the School's stance on bullying and their various policies

If you find out your child has bullied another student, you need to be firm and:

- tell them it is wrong and to stop
- know that the profile of bullies includes:
 - both boys and girls
 - often popular outgoing and successful students
 - students who may have also been victims of bullying

If your child is cyberbullying, you need to tell them:

- realise that there will always be a footprint in the cyberspace of your child's behaviour and it can be traced
- realise that cyberbullying has no geographical boundaries and your child can be involved in it 24 hours a day, 7 days a week
- take away IT hardware from your child's bedroom, particularly at night
- work with the school and support the school policy on anti-bullying

If your child sees another child being bullied, you need to tell them:

- it is wrong and not to support the bully
- to support the student who is bullied
- to report it to a teacher