

ANTI-BULLYING POLICY (Secondary School)

Every student should be able to learn in a school environment free from bullying of any kind and in which they feel safe and supported.

The staff of the school are totally opposed to bullying. Bullying is wrong and damages students. The aim of this policy is to provide students with a safe and secure working environment. Providing a safe and happy place to learn is essential to achieving school improvement, raising achievement and attendance, promoting equality and diversity, and ensuring the safety and well-being of all members of the school community.

It is recognised that all schools are likely to have a problem with bullying at some time. This school regards bullying as particularly serious and firm action will always be taken against it.

This policy aims to produce a consistent response by the school to any bullying incidents that may take place.

Principles

Every person has the **RIGHT** to feel secure and happy at International Community School.
Our school will not tolerate any unkind actions or remarks.

At the International Community School our definition of bullying is:

“Deliberate, hurtful and unprovoked behaviour that is **repeated over a period of time**”

The main forms that bullying takes are:

- Physical: e.g. hitting, kicking and taking of belongings.
- Verbal: e.g. name calling, insulting, discriminatory remarks.
- Indirect: e.g. excluding from social groups, spreading rumours etc.
- Cyber: e.g. hurtful comments made using mobile telephones, text messaging or internet chat rooms (MSN, Facebook etc).

Every pupil has a **RESPONSIBILITY** to ensure that bullying is not tolerated.

Every student is **ENTITLED** to the respect of others.

Students are expected to report all forms of bullying.

Staff guarantee to take the matter seriously and deal with each incident appropriately and discreetly.

Bullies can expect to be punished.

We are a 'telling' School – bullying is too serious not to report.

Bullying is one aspect of behaviour, which causes hurt and anxiety to pupils. The possibility of any form of bullying taking place in the school is an issue, which often causes parents some concern.

PROCEDURES FOR DEALING WITH CASES OF BULLYING

All suspicions of bullying will be reported to the Assistant Principal or Principal of the School.

Any students who wilfully and repeatedly cause distress to other pupils will be accused of bullying. Any student accused of bullying will be confronted.

Support and reassurance will be given to any student thought to be a victim of bullying.

Bullying/Exclusions

Bullying behaviour will be dealt with in the context of our Behaviour and Sanctions Policy document.

A. Recognizing the Signs of Bullying

Bullying is repeated deliberately harmful behaviour over a period of time. Staff will watch out for the signs and symptoms of the following forms of bullying:

- Physical harm or threat of physical harm
- Verbal, name calling or teasing, spreading rumours
- Indirect, deliberately excluding someone from an activity
- Misuse of mobile phones or Internet message boards and chat rooms

The school recognizes that any student can be bullied but there are certain **factors that can make bullying more likely:**

- A lack of close friends in the school
- Shyness
- Race, religion, sexual orientation or social class
- A disability or some other obvious difference, e.g. stammering or acne.

Staff will suspect bullying is occurring if a student:

- becomes withdrawn and anxious
- shows a deterioration in his or her work
- starts to attend school erratically
- has spurious illnesses
- persistently arrives late at school
- Prefers to stay with adults.

B. Preventing Bullying

The school will take every opportunity to demonstrate to students, through the curriculum and by example, that it is totally opposed to bullying.

Staff will not ignore bullying or suspected bullying. All school staff will, wherever possible, intervene to prevent bullying incidents from taking place.

The school will encourage students to report any incidents of bullying to a teacher or other adult at school. Students will be told that they may bring a friend with them if they wish.

The school will ensure that all staff, students and parents are aware of the school's Anti-Bullying policy.

Staff will praise and encourage students when they show kindness and consideration to others.

C. Dealing with Bullying Incidents

Any incidents of bullying will be taken seriously and dealt with as quickly as possible. Staff will do all they can to support the victims of bullying and make it clear to the bully that this behaviour is not acceptable.

In dealing with bullying, school staff will:

- not ignore it
- not make premature assumptions
- listen to all accounts of the incidents
- adopt a problem-solving approach that encourages students to find solutions rather than simply justify themselves; and
- make regular follow-up checks to ensure that bullying has not resumed.

D. If a Pupil is Bullied

Staff who receive a report of a bullying incident from a student will:

- listen to the student's account of the incident
- reassure the student that reporting the bullying incident was the right thing to do
- make it clear to the student that he or she is not to blame for what has happened
- complete the recording form for Monitoring Incidents of Bullying, Discrimination and Harassment
- explain that the student should report any further incidents to a teacher or other member of staff immediately.

E. Advice to Students

The school will advise students who are caught up in bullying incidents to:

- stay calm and look as confident as possible
- be firm and clear, look the bully in the eye and tell them to stop
- get away from the situation as quickly as possible
- Immediately tell an adult what has happened.

F. Student Support Services

Staff will refer all students involved in bullying incidents to the Head of Pastoral Care, Ms. Alexandra and support will be given through:

- befriending
- circle of friends
- support groups
- mediation by adults
- mediation by peers
- assertiveness training groups.
- Student Council

G. Helping the Bullies to Change

Staff will spend time to help students who have bullied others to change their behaviour. If a student is bullying others, staff will:

- talk to the student and explain that bullying is wrong and makes others unhappy
- discuss with the student how to join in with others without bullying
- talk to the student about how things are going at school, his or her progress and friends
- give the student lots of praise and encouragement when he or she is being kind and considerate to others.

H. Dealing with Serious Bullying

If the preventative measures and peer support strategies do not succeed, serious bullying will be dealt with under the school's Behaviour and Sanctions policy. The bully will:

- be removed from the group
- lose any break or lunchtime privileges
- be put in detention
- be banned from a school trip or sports event where these are not an essential part of the curriculum
- be suspended for a fixed period.

In most serious cases, permanent exclusion will be the most likely sanction if the bullying:

- involves serious actual or threatened violence against another student
- amounts to persistent and defiant misbehaviour.

I. Co-operating with Parents and Guardians

The school will work with parents and guardians in dealing with bullying. Bullying in school is everyone's problem. All staff, students and parents should be aware that bullying exists and share a commitment to combat it and to make the school a happier place for everyone.

The school will ensure that parents are aware of the school's Anti-Bullying Policy.

The school will encourage parents and guardians who suspect that a student is being bullied to immediately contact the school and make an appointment to see the student's teacher or form tutor as soon as possible. Common physical symptoms that a victim may present as a consequence of bullying include headaches, stomach aches, anxiety and irritability.

Parents and guardians will be informed of incidents and involved in discussions. The school will discuss with parents how they can work together to stop the bullying.

In the case of cyber bullying, parents/guardians will be informed to ascertain if more stringent monitoring of mobile phone and/or Internet use is feasible.

J. Monitoring and Review

This policy is regularly monitored by the Assistant Principal and the Principal to ensure that it is working as effectively as possible.

This policy is considered alongside:

1. Behaviour and Sanctions policy.
2. Child Protection Policy.

K. Recording Incidents

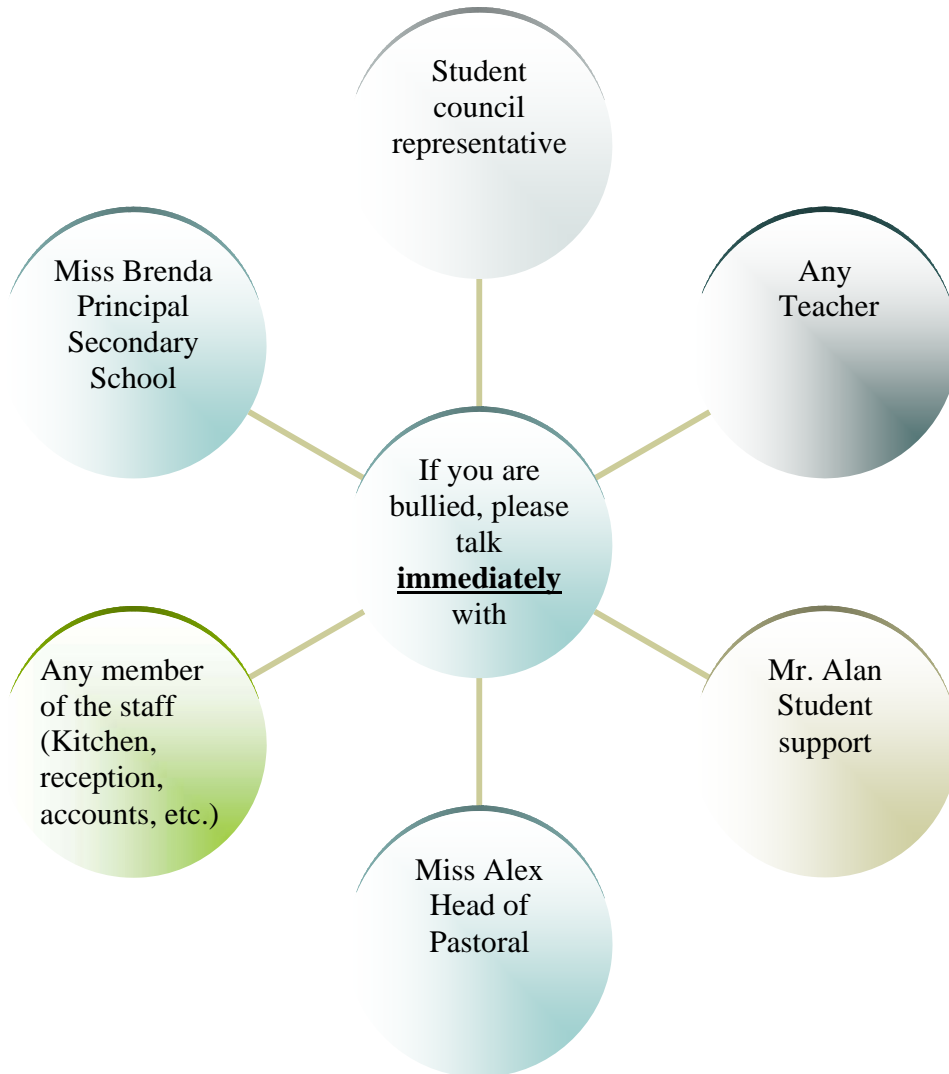
All incidents of bullying and discussions with the students involved will be recorded, along with the school's response.

Any bullying incident which occurs should be reported immediately to the teacher of the 'bullied' student. The teacher will investigate the matter, and seek to resolve each situation, as appropriate, in consultation with colleagues.

A report of the details of the incident, and of the way it has been resolved, should be made by the teacher in writing and this information should be available to teacher colleagues as the student concerned passes onto other subject teachers.

The Principal/Assistant Principal should be informed at all times when it is considered necessary for the parents of the students to be involved.

What should I do if I get bullied?



Bullies can expect to be punished

We are a 'telling' School – bullying is too serious not to report.

*Updated by Alexandra Moreno-Hemming – November 2010
Review date: November 2011*

Monitoring Incidents of Bullying, Discrimination and Harassment

RECORDING FORM

Date: _____

1. Name and position of person completing the form:

2. Concerns or allegations (please circle):

Bullying	Disability	Faith/Religion	Gender	Homophobia	Race	Other
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3. Please give a brief description of what happened: (witnesses)

4. About the instigator(s) (the bully or person discriminating) – include age, gender, and ethnicity:

5. About the victim(s) (the person who suffered) – include age, gender, and ethnicity:

6. Date of incident: (How often it has happened)

7. Time of incident:

8. Whereabouts in school the incident took place:

9. What has been done to protect the victim from any future harm?

10. What action has been taken to change the behaviour of the instigator(s)?

11. When is the situation to be next monitored?

12. Outcome of meeting with parents/carers (if applicable):

Incident Notified to: _____

This section will be complete it by The Principal or Assistant Principal.

RESOLUTION

Signed:

Position:

Date:

Please complete form as soon as possible after incident occurs. E-mail /give a copy to the Assistant Principal / Head of Pastoral.