



## Anti-bullying Policy

The School Board and staff of the British International School (BIS) are fully committed to ensuring that physical, verbal and emotional acts of bullying are not be tolerated by individual, or groups of pupils. We believe that every child has the right to enjoy coming to school and should be free to learn and play in a safe and happy school environment. We also believe that children who resort to bullying are often suffering themselves and urgently need our help and compassion. This policy is promoted and implemented across the whole school.

### Aims

- To teach and nurture children to grow up as tolerant, caring, respectful and compassionate human beings.
- To encourage parents to understand our philosophy and adopt similar ideals to reinforce these aspects of social education outside school.
- To develop effective monitoring systems and strategies for the early identification of bullying and to minimise its effects.

### Objectives

- To create an environment where students can learn happily together, engaged in purposeful activities as well as having time and space for quiet reflection.
- To provide regular opportunities to teach students social skills and how to resolve conflicts in an acceptable manner through school assemblies, PHSE and the use of the school's counsellor.
- To communicate our philosophy to parents, enabling them to adopt a non-retaliatory approach for resolving conflicts outside school.
- To provide guidelines for parents, staff and students regarding the identification and handling of bullying incidents.

### Definition

Bullying is defined as deliberately hurtful behaviour, repeated over a period of time, where it is difficult for those being bullied to defend him/herself. BIS -School recognises the seriousness of bullying in causing psychological damage and even suicide.

The three main types of bullying are:

- Physical (hitting, kicking, theft)
- Verbal (name calling, remarks about race, culture, religious faith, gender, sexuality, disability, special educational needs)
- Indirect (spreading rumours, excluding someone from social groups, cyber bullying – misuse of mobile phone technology; e-mail etc)

## Identification and Proactive Education Aimed at Preventing Acts of Bullying

1. Form tutors maintain records of reported unacceptable anti-social behaviour, inside and outside the classroom, in their record books. Duty teachers report incidents and concerns to form tutors. Class teachers monitor patterns of behaviour that give cause for concern or that, which is aimed at any one particular individual.



2. Students through PSHE, assemblies and time with the school's counsellor are encouraged to talk openly, or to report privately incidents that cause them to feel uneasy or unhappy in school.
3. Students are encouraged to report incidents where they witness other students being victimised and singled out for wrong or hurtful behaviour.
4. Students are taught and encouraged to be assertive, signaling to a potential bully that anti-social actions are causing them to be hurt or offended and that this is unacceptable to them.
5. Parents are asked to report any concerns they might have at the earliest opportunity and to be aware that unexplained symptoms, such as withdrawn behaviour, not wanting to come to school may be due to heightened anxiety at school.

## Implementation

School will take the following steps when dealing with incidents:

- If bullying is suspected, the incident will be dealt with immediately by the member of staff who has been approached.
- A clear account of the incident will be recorded and given to the KS
- Co-ordinator.
- The KS Co-ordinator will interview all concerned and will record the incident.
- Form tutors will be kept informed and if the bullying persists the form tutor will advise all staff.
- Parents will be kept informed.
- Punitive measures will be used as appropriate and in consultation with all parties concerned.

Students who have been bullied will be supported by:

- Offering an immediate opportunity to discuss the experience with the class teacher or member of staff of their choice.
- Reassuring the student.
- Offering continuous support.
- Restoring self-esteem and confidence.

Students who have bullied will be helped by:

- Discussing what happened.
- Discovering why the student became involved.
- Establishing the wrong doing and need to change.
- Informing parents or guardians to help change the attitude of the student.

The following disciplinary steps can be taken:

- Official warning to cease offending.
- Detention.
- Exclusion from certain areas of school premises
- Report card
- Internal suspension
- Minor fixed term exclusions.
- Major fixed term exclusion.
- Permanent exclusion.

Parents are asked not to encourage retaliatory acts, as we prefer students to develop assertive skills; to always seek help and to report incidents at the earliest opportunity. We ask parents to remember that bullies are usually feeling unhappy themselves and equally need support.



## Training

Staff training takes place during dedicated staff meeting sessions in order to raise awareness of issues relating to bullying and to be proactive in reducing the risk of bullying at times and in places where it is most likely to happen.

## Equal Opportunities

Staff will make sure that all children have equal access to the curriculum. Children will be encouraged to enjoy contributions and experiences from different cultures and respect similarities and differences. The school will seek to develop tolerance and concern for others regardless of sex, race, culture, religion or class, and to avoid stereotypical views.

## Policy Review

This policy is reviewed annually.  
Reviewed July 2019



## APPENDIX 1

### BULLYING - INFORMATION FOR STUDENTS

#### Is it bullying?

#### It is if you felt hurt because individuals or groups are:

- Calling you names;
- Threatening you;
- Pressuring you to give someone money or possessions;
- Hitting you;
- Damaging your possessions;
- Spreading rumours about you or your family; or
- Using texts, email or web space to say hurtful things - cyber bullying

It is bullying if you feel hurt because of the things said about your ethnic background, religious faith, gender, sexuality, disability, special educational need, appearance or issues in your family.

#### The British International School does not tolerate bullying. This is what we do about bullying:

- Make sure that the person being bullied is safe;
- Work to stop the bullying happening again; and
- Provide support to the person being bullied.

#### What should you do?

Talk to someone you trust and get them to help you take the right steps to stop bullying.

#### If you feel you are being bullied:

- Try to stay calm and look as confident as you can;
- Be firm and clear – look them in the eye and tell them to stop;
- Get away from the situation as quickly as possible;
- Tell an adult what has happened straight away or, if you do not feel comfortable telling an adult, tell another student.

#### If you have been bullied:

- Tell a teacher or another adult in your school (your KS Coordinator, form tutor, teacher or assistants will be able to help);
- Tell your family;
- If you are scared to tell a teacher or an adult on your own, ask a friend to go with you;
- Keep on speaking until someone listens and does something to stop the bullying; and
- Don't blame yourself for what has happened.

#### When you are talking to an adult about bullying be clear about:

- What has happened to you;
- How often it has happened;
- Who was involved;
- Who saw what was happening;
- Where it happened; and What you have done about it already.



## APPENDIX 2

### BULLYING - INFORMATION SHEET FOR PARENTS

#### Is it bullying?

#### It is if your child felt hurt because individuals or groups are:

- Calling them names;
- Threatening them;
- Pressuring them to give someone money or possessions;
- Hitting them;
- Damaging their possessions;
- Spreading rumours about your child or your family; or
- Using texts, email or web space to say hurtful things /cyber bullying)

It is bullying if they feel hurt because of the things said about their ethnic background, religious faith, gender, sexuality, disability, special educational need, appearance or issues in your family.

#### What should you do if your child is being bullied?

Talk to school staff about the bullying. At the British International School your first contact point to report concerns about bullying is the form tutor. Teachers are best contacted by leaving a message at the school office stating clearly that this is about bullying and requesting that the teacher contacts you as soon as possible.

- It will help to sort out what action to take if you can bear in mind that the teacher may have no idea that your child is being bullied or may have conflicting accounts of an incident.
- Be as specific as possible about what your child says happened; give dates and names of other people involved;
- Make a note of what action the school intends to take;
- Ask if there is anything you can do to help your child;
- Stay in touch with school; let us know if things improve as well as if problems continue.

#### What the British International School will do?

The British International School does not tolerate bullying. This is what we do about bullying:

- Work to make sure the person being bullied is safe;
- Work to stop the bullying happening again;
- Provide support to the person being bullied; and
- Take actions to ensure that the person doing the bullying learns not to harm others.

Families who feel that their concerns are not being addressed appropriately by the school might like to consider the following steps:

- Check with the school anti-bullying policy to see if agreed procedures are being followed;
- Make an appointment to discuss the matter with the Principal and keep a record of the meeting.



## APPENDIX 3

### BULLYING INCIDENT REPORT FORM

**Date of Incident:** \_\_\_\_\_ **Time of Incident:** \_\_\_\_\_ **Repeat infraction? YES NO**

**Location of Incident (circle all that apply):**

Hallway          Restroom          Classroom          Gym          Lunch Room          Playground          On the Bus

To/From School          After School          School Sponsored Event          Text/Phone/Internet/Social Media

Other: \_\_\_\_\_

**Name of victim(s):** \_\_\_\_\_ **Name of student(s) bullying:** \_\_\_\_\_ **Name(s) of witnesses/bystanders:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Type of Bullying:**

Verbal

Physical: Result in injury? YES NO Reported to School Office? YES NO

Relational

**Bullying Behaviors (circle all that apply):**

Shoved/Pushed          Hit, Kicked, Punched          Threatened          Stole/Damaged Possessions

Excluded          Taunting/ridiculing          Writing/Graffiti          Told Lies or False Rumors

Staring/Leering          Intimidation/Extortion          Demeaning Comments          Inappropriate touching

Cyber-bullying using:          Text messages          Website          Email          Other: \_\_\_\_\_

Racial, Sexual, Religious or Disability

Circle one and describe: \_\_\_\_\_

**Reported to school by (circle all that apply):**

Teacher          Student          Bystander          Victim/Target          Parent          Bus Driver          Anonymous

Other: \_\_\_\_\_

**Describe the incident:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Physical Evidence?          Notes          Email          Graffiti          Video/audio          Website

Other: \_\_\_\_\_



**Actions Taken (see Protocol for Guidelines):**

Consequences: \_\_\_\_\_

Remediation: \_\_\_\_\_

Referral for additional support services: \_\_\_\_\_

Parent Contact: Date \_\_\_\_\_ Time \_\_\_\_\_ Person making contact: \_\_\_\_\_

Result: \_\_\_\_\_

**Today's Date:** \_\_\_\_\_ **Reported by:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

## Bullying Incident Follow-Up

**Follow-up Conference**

**Date:**

**Time:**

Conducted by:

**People present:**

Administrator \_\_\_\_\_  Social Worker \_\_\_\_\_  Counselor \_\_\_\_\_  Teacher \_\_\_\_\_

Student \_\_\_\_\_  Parent \_\_\_\_\_  Parent \_\_\_\_\_  Witnesses \_\_\_\_\_

School Psychologist  Other \_\_\_\_\_

According to student, situation is:      Better                  Worse                  No difference

**Comments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Parent Contact:**                  **Date:**                  **Time:**                  **Person making contact:** \_\_\_\_\_

**Additional Actions / Notes:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_