Anti-bullying Policy

Prepared By	Approved By	Reviewed & Revised	Reviewed By	Next Review
Pastoral Team (working group)	ESC – Nov 2020	Updated Oct 2022	Pastoral Committee	Sep 2024

1

1 Overview

1.1 We, at Tanglin Trust School, expect all members of the school community to treat each other with respect and dignity. We address any reported instance of bullying behaviour, in any form, promptly and appropriately.

1.2 We believe that every individual is entitled to work and learn in a secure, supportive environment. The School will not condone any action that undermines a person's right to feel safe, respected and a valued member of the community.

1.3 This policy involves all members of the School community including students, parents, teachers and non-teaching staff. It applies to all students and adults on Tanglin Trust School premises and when engaged in activities associated with the School (e.g. class trips, CCAs, overseas trips) as well as any visitors to school. It should be read in conjunction with the Behaviour Policy , Parent Code of Conduct, Staff Code of Conduct and the Safeguarding and Child Protection Policy.

2 Guiding Principles

2.1 Our vision statement challenges us to create a learning community based on shared values. Each person is recognised as a unique individual bringing special qualities and talents to the community. Therefore, we all have a **right** to be respected and a **responsibility** to respect one another.

2.2 All members of our community share a responsibility to ensure a secure and supportive environment, promoting growth and fostering positive self-esteem for all. We are committed to maintaining a setting in which everyone feels valued and respected and where individual differences are appreciated, understood and accepted. We address harassment or teasing in any form that undermines a person's sense of self and belonging.

2.3 We acknowledge the importance of recognising problematic peer dynamics and the value of prompt response to concerns. All children and young people involved in bullying behaviour dynamics are considered to be at risk of harm.

3 Objectives of This Policy

3.1 To promote inclusive, tolerant behaviour within the School community.

3.2 To raise awareness among staff, students and parents about bullying behaviours and the School's policy.

3.3 To proactively address incidents of bullying behaviour affecting school life.

3.4 To provide strategies to resolve conflict (between peers as well as across hierarchies) and to empower bystanders and targets of bullying behaviour to be resilient and aware of their rights.

3.5 To encourage a school environment where all students, staff and parents feel safe, welcome and respected.

3.6 To create a climate where it is acceptable to talk about bullying behaviours and to ask for help.

3.7 To encourage the recognition and reporting of incidents involving bullying behaviour.

3.8 To enable staff to reconcile any differences in a non-threatening, confidential manner.

Prepared By	Approved By	Reviewed & Revised	Reviewed By	Next Review
Pastoral Team (working group)	ESC – Nov 2020	Updated Oct 2022	Pastoral Committee	Sep 2024

2

4   Definition

4.1   Bullying behaviour:

- Bullying is both behaviour and impact; what someone does and the impact it has on the other person's capacity to feel in control of themselves.
- Bullying takes place in the context of relationships. It is behaviour that can make people feel hurt, threatened, frightened and left out and it can happen face to face and online.
- Bullying behaviour can harm people physically or emotionally and, although the actual behaviour might not be repeated, the threat that it might can be sustained over time, typically by actions: looks, messages, confrontations, physical interventions, or the fear of these.

4.2   A bystander is someone who witnesses or is aware of the bullying behaviour. As bystanders, peers can either reinforce the behaviour through passive compliance or help to reduce bullying behaviour by taking action to resist it.

5   Types of Bullying Behaviour

Examples of types of bullying behaviour include:

Direct	Indirect
Physical • Hitting, slapping and punching • Kicking • Pushing/tripping • Strangling • Spitting, biting • Pinching, scratching • Throwing things e.g. stones/water • Inappropriate body contact • Indecent exposure • Outrage of modesty	• Getting another person to harm someone • Coercing someone into harming themselves or exposing themselves • Involving peers in bullying behaviours
Verbal • Name calling, slurs • Hurtful teasing • Demanding money or possessions • Forcing another to do homework or commit offences such as stealing • Threatening • Using racist, sexual, homophobic or xenophobic language towards an individual or group	• Spreading rumours • Involving peers in bullying behaviours • Using racist, sexual, homophobic or xenophobic language

Prepared By	Approved By	Reviewed & Revised	Reviewed By	Next Review
Pastoral Team (working group)	ESC – Nov 2020	Updated Oct 2022	Pastoral Committee	Sep 2024

3

Cyber Bullying	
• Causing harm through emailsocial network, text messaging and associated technology • Misuse of associated technology i.e. camera and video facilities	• Misrepresenting someone else using email, social network, text messaging and associated technology • Involving peers in bullying behaviours
Symbolic	
• Obscene gestures • Stealing, Removing, hiding and/or damaging others' belongings or schoolwork	• Deliberate, systematic exclusion from a group or activity intended to cause hurt • Involving peers in bullying behaviours

6   Rights

6.1   Every person has the right to:

- feel safe.
- be treated with respect and fairness.
- the highest attainable standards of physical and mental well-being.
- the freedom of opinion and expression.
- learn.

7   Community Responsibility

7.1   It is everyone's responsibility to identify and prevent bullying behaviour. In the management of bullying incidents all parties are expected to treat each other with respect and dignity, and to ensure the confidentiality of any issues that may arise (in accordance with the School's Confidentiality Policy).

7.2   Staff, students and parents have the following responsibilities:

7.2.1   The Leadership Team will:
- support, promote, enact, maintain and review the anti-bullying policy and procedures.

7.2.2   All staff, students and parents will
- be familiar with the School's anti-bullying policy and procedures.
- respond to incidents by contacting the appropriate member of staff.
- aspire to model caring and tolerant behaviour.
- protect the person experiencing bullying behaviour from further harm.

7.2.3   Teachers will:
- discuss in class, particularly in the first weeks of each school year, the non-acceptance of bullying behaviour – including online behaviour.
- raise student awareness of the community's shared responsibility for ensuring that all members feel equally respected and valued.
- teach (through the Lifeskills curriculum) relevant strategies, concepts and terminology in relation to incidents of bullying
- attend to reported incidents of bullying behaviour promptly and sensitively, following the guidance in Section 7, below.

Prepared By	Approved By	Reviewed & Revised	Reviewed By	Next Review
Pastoral Team (working group)	ESC – Nov 2020	Updated Oct 2022	Pastoral Committee	Sep 2024

4

- record incidents of bullying behaviour brought to their attention on CPOMS (in accordance with the guidelines of their particular school).

7.2.4 We encourage students who experience bullying behaviour to communicate about it by:
- telling someone they trust (a teacher, staff member, student leader or parent).
- In Senior School students are encouraged to use the SOS system

7.2.5 We encourage student witnesses to bullying behaviour (bystanders) to:
- intervene verbally, if they are able, in a non-aggressive manner.
- offer support to the target of the bullying behaviour.
- seek assistance from a teacher, staff member, student leader or parent.
- In Senior School students are encouraged to use the SOS system.

7.2.6 We encourage parents of a child experiencing bullying behaviour to:
- speak to their child, acknowledging the problem and helping them to talk through it using the 'THINK, PLAN, TALK' steps in Appendix 1.
- reassure their child that a solution will be found.
- inform the class teacher or tutor of the concern (it is strongly advised that parents do not engage with the alleged student(s) or their family members directly).
- work with the class teacher/tutor initially to seek a resolution. More serious or persistent issues will be escalated to the relevant Head of Year and, if necessary, to the appropriate Deputy/Assistant Headteacher (see flowchart in Appendix 1).

7.2.7 We encourage parent witnesses of bullying behaviour to:
- offer non-aggressive verbal intervention.
- seek immediate assistance from the school by informing an appropriate member of staff.

8   Responses to Bullying Incidents

8.1   Incidents involving bullying behaviour will be managed by addressing both the specific behaviour (with reference to the Behaviour Policy) and the social context.

8.2   In dealing with accusations or incidents of bullying behaviour, our primary aims are to protect the student experiencing the bullying behaviour from further harm, reduce stress and increase responsibility for modifying unacceptable behaviour.

8.3   Targets of bullying behaviour and bystanders are often unwilling to open up to adults if the only response is one of blame and punishment. Research clearly indicates that the best approach is always to work with all students involved, in a solution-focussed way. We seek to:

- identify the facts,
- increase empathy, and
- identify strategies for a positive way forward.

8.4   Whilst our primary aim is to prevent bullying behaviour occurring, students must understand that such behaviour has consequences. In response to bullying behaviour, the school may apply a range of consequences, up to and including suspension or exclusion, in accordance with the Behaviour Policy.

8.5   Where student behaviour infringes on the laws of Singapore, the School reserves full discretion to inform the relevant authorities. Where the School is legally bound to report the infringement or legally bound to disclose or report information relating to a potential

Prepared By	Approved By	Reviewed & Revised	Reviewed By	Next Review
Pastoral Team (working group)	ESC – Nov 2020	Updated Oct 2022	Pastoral Committee	Sep 2024

5

infringement under the laws of Singapore, the School will inform the relevant authorities. Where required to provide information by any investigating authority investigating an infringement or potential infringement of the law by the student, the School will cooperate with the investigating authority to provide the required information.

8.6   In many cases, a resolution to prevent further bullying behaviour will be found through discussions with individuals or groups, focussing on:

- empathy for the feelings of the student experiencing bullying behaviour;
- examples of appropriate behaviour; and
- strategies for resolving conflict amongst peers.
- awareness of the Code of Conduct and inappropriate behaviour;

8.7   Several discussions may be required, and class teachers/ tutors/ Heads of Year will review to ensure that there has been a positive behaviour change.

8.8   In more serious instances (for example where the bullying behaviour has persisted for a longer time), the class teacher/tutor will be supported by a senior member of staff (Head of Year/Assistant Head or Deputy Head). Strategies to address the behaviour may include:

- The Method of Shared Concern
- Motivational interviewing/ mentoring
- Restorative Meetings
- Peer support
- Collaborative case management involving the School Counselling Team or Educational Psychologist where appropriate.
- Application of consequences in accordance with the Behaviour Policy. The consequences applied will take account of the level of impact of the behaviour and could ultimately lead to exclusion from School.

8.9   Specific responses to serious individual incidents:

8.9.1   For cyberbullying incidents involving inappropriate Internet posts/content

- All involved will be expected to remove inappropriate posts/content as soon as possible.
- Parents of the student responsible for the inappropriate posts will be notified, as permitted by Singapore Law.
- The behaviour will be treated in the same way as any other bullying behaviour, with an appropriate response as outlined above.

Inappropriate use of the Internet may result in a range of sanctions, depending on the level of impact of the behaviour, up to and including suspension or exclusion.

8.9.2   For incidents involving physical violence or intimidation

- Staff should seek immediate assistance from a colleague or senior member of staff.
- All students involved should be separated with minimal physical contact.
- Students involved (including bystanders) in the incident should be questioned separately as soon as possible after the incident to establish the facts.
- The incident will be referred to the appropriate Assistant Head/Deputy or Head of School. Physical violence may result in a range of sanctions, depending on the level of impact of the behaviour, up to and including suspension or exclusion.
- In accordance with the Behaviour Policy, all involved in a serious physical assault that leads to bodily harm (those assaulting and those being assaulted) will normally be sent

Prepared By	Approved By	Reviewed & Revised	Reviewed By	Next Review
Pastoral Team (working group)	ESC – Nov 2020	Updated Oct 2022	Pastoral Committee	Sep 2024

6

home from school for the rest of the day on which the assault takes place, and the following day for a cool-off period, during which an investigation will take place.

9   Record Keeping

9.1   Incidents involving bullying behviours are recorded on CPOMS.

9.2   Where formal sanctions are applied, records will be kept in accordance with the Behaviour Policy.

9.3   Where there are ongoing concerns involving safeguarding or child protection, the procedures outlined in the Safeguarding and Child Protection policy will be followed and appropriate records kept on CPOMS

Prepared By	Approved By	Reviewed & Revised	Reviewed By	Next Review
Pastoral Team (working group)	ESC – Nov 2020	Updated Oct 2022	Pastoral Committee	Sep 2024

7

Appendix 1:

Tanglin Trust School Bullying Prevention Guidance for Parents
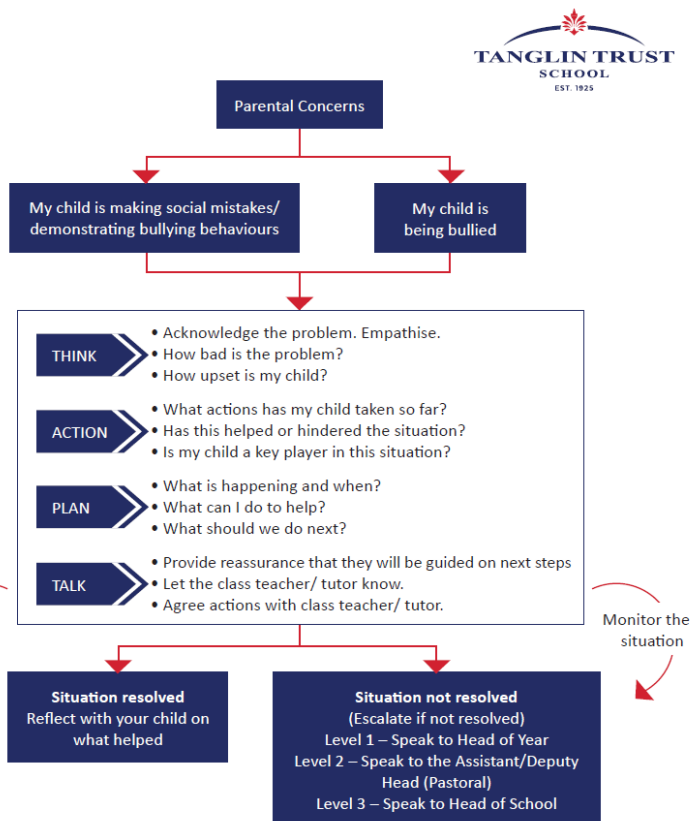
Tanglin Trust School Bullying Prevention Guidance

In a school setting we understand that bullying behaviour can occur. We have clear codes of conduct in place with appropriate consequences for mis-behaviour. We aim to respond to any bullying behaviours quickly and, in partnership between home and school, ensure that they stop.

At Tanglin, we believe that **individuals are not bullies** and should be not labelled as such, instead bullying is a behaviour that with support and guidance can be changed.

Parental Concerns

- My child is making social mistakes/ demonstrating bullying behaviours
- My child is being bullied

THINK
- Acknowledge the problem. Empathise.
- How bad is the problem?
- How upset is my child?

ACTION
- What actions has my child taken so far?
- Has this helped or hindered the situation?
- Is my child a key player in this situation?

PLAN
- What is happening and when?
- What can I do to help?
- What should we do next?

TALK
- Provide reassurance that they will be guided on next steps
- Let the class teacher/ tutor know.
- Agree actions with class teacher/ tutor.

Monitor the situation

Situation resolved
Reflect with your child on what helped

Situation not resolved
(Escalate if not resolved)
Level 1 – Speak to Head of Year
Level 2 – Speak to the Assistant/Deputy Head (Pastoral)
Level 3 – Speak to Head of School

Prepared By	Approved By	Reviewed & Revised	Reviewed By	Next Review
Pastoral Team (working group)	ESC – Nov 2020	Updated Oct 2022	Pastoral Committee	Sep 2024