

10.04 Anti-Bullying Policy

Statement of intent

1. The United World College of S.E. Asia is committed to providing a safe and secure environment for all of its members and will therefore not tolerate any action that undermines a person's rights in relation to this. Bullying of any kind is unacceptable at our school and action will be taken when it is evident that someone is being bullied. It is important to understand that action taken by the College is done so in a spirit of resolution and restitution.
2. All members of the School community have a responsibility to actively practise and promote:
 - 2.1. tolerance for individual differences
 - 2.2. the values of courtesy, honesty, respect, compassion and care for others in the conduct of relationships
 - 2.3. a supportive and encouraging climate where the achievements and efforts of others are applauded
 - 2.4. a commitment to upholding all aspects of this policy
3. A safe, secure environment requires all members of the community to be sensitive to others.

What is bullying?

4. Bullying involves the abuse of power in relationships. It typically involves persistent unwanted or inappropriate behaviour by a group or an individual that aims to dominate and cause hurt, fear, or embarrassment in another person. Bullying is generally deliberate and planned, but can also be as a result of thoughtlessness.
5. Bullying can be:
 - 5.1. **Verbal** - such as name calling or put downs, threats, blackmail, teasing, including racial and sexual harassment and innuendo.
 - 5.2. **Cyber** - unpleasant emails, SMS, comments in chat rooms or BLOGS
 - 5.3. **Physical** - being punched, tripped, kicked or having your belongings stolen or damaged.
 - 5.4. **Social** - being left out, ignored or having rumours spread about you.
 - 5.5. **Psychological** - being given dirty looks or stalked, being intimidated or manipulated. (This list is by no means exhaustive)

Objectives of this policy

6. The purpose of this policy is to ensure that:
 - 6.1. All teaching and non-teaching staff, pupils and parents have an understanding of what bullying is.

- 6.2. All teaching and non-teaching staff know what the school policy is on bullying, and follow it when bullying is reported.
- 6.3. All pupils and parents know what the school policy is on bullying, and what they should do if bullying arises.
- 6.4. As a school we take bullying seriously. Pupils and parents should be assured that they will be supported when bullying is reported.

Strategies for prevention

7. As a School Community all members have the responsibility to work actively towards the prevention of bullying:

7.1. This requires senior management to:

- a. organise regular staff development on the subject of bullying.
- b. train staff in a variety of approaches towards bullying both non-punitive and punitive.
- c. ensure that new staff who join the school are fully aware of the school policy on bullying.
- d. monitor the effectiveness of the school policy on bullying and make adjustments where necessary. This may entail forming a working party with representatives from different parts of the school.

7.2. This requires all staff to:

- a. be positive role models at all times, in both words and actions, avoiding any actions which could be construed as bullying.
- b. be consistent in the way they deal with bullying.
- c. be vigilant in monitoring students for signs of bullying behaviour at all times
- d. make efforts to remove occasions for bullying by proactive supervision.
- e. take steps to promote a positive learning environment where bullying is openly discussed.
- f. report suspected incidents of bullying to class teachers (Elementary), Heads of Grade (Middle and High School) or House Parents. Actively seek appropriate assistance from class teachers, tutors, Heads of Grade, Vice Principals, Principals, and counsellors to support students.
- g. recognise instances of bullying and be able to differentiate them from playful activity and isolated personal disagreements.
- h. encourage a sense of social justice amongst students.
- i. develop curriculum materials to heighten students' awareness and coping skills.

7.3. This requires students to:

- a. make a conscious decision not to be involved in any incidents of bullying.
- b. take some form of preventative action if present when a bullying incident occurs. If a student witnesses an act of bullying, the way they react is very important.

7.4. A “Bystander” Code of Behaviour

The role of the bystander is outlined below

- a. Don't join the bullying incident.
- b. Don't smile to show that you agree with the bully's behaviour.
- c. Tell others you don't like the bullying behaviour.
- d. Inform an adult in the school community of the incident.
- e. Accompany the target to report the incident.
- f. Show care for the target by standing near to him/her.
- g. Ask the bullied student to join your group.
- h. Ask the bullied student if he/she feels alright.
- i. Distract the student who is bullying.
- j. Be prepared to explain what happened to staff members.

7.5. This requires parents to:

- a. watch for and report, signs of distress in their son/daughter (see below).
- b. advise their son/daughter to talk to a member of staff if bullying has taken place or is suspected to have occurred.
- c. encourage their son/daughter not to retaliate.
- d. be willing to work with the School if their son/daughter is involved in incidents of bullying (either as target or bully) in the manner the school advises.
- e. be willing to inform the School of any cases of suspected bullying even if their son/daughter is not directly affected.
- f. take responsibility for their child's behaviour off campus.
- g. ensure that they do not deal with other children or parents directly.
- h. work in partnership with the school.

8. When senior management, staff, students and parents work together to prevent incidents of bullying there is a much greater chance of creating a safe, secure, tolerant and happy school

community.

Signs and symptoms of bullying

9. A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and investigation should take place if a child:

Signs which may be displayed at home	Signs which may be displayed at school
<ul style="list-style-type: none"> ● is unwilling to go to school ● feels ill in the morning ● doesn't want to go on the school bus ● begs to be driven to school ● becomes aggressive, disruptive or unreasonable ● begins to bully siblings ● cries themselves to sleep at night or has nightmares ● starts stammering ● changes their usual routine ● becomes withdrawn, anxious, or lacking in confidence ● comes home with clothes torn or books damaged ● has unexplained cuts or bruises ● attempts or threatens suicide or runs away ● asks for money or starts stealing money (to pay bully) ● eating habits change/ loses weight ● is afraid to use the internet or mobile phone ● is nervous/upset when a text message is received is frightened to say what's wrong ● gives improbable excuses for any of the above 	<ul style="list-style-type: none"> ● shows a change in attitude towards work. ● begins to do poorly in school work ● changes friendship groups ● becomes aggressive, disruptive or unreasonable ● begins to bully other children ● lacks friends and spends a lot of break time alone ● starts stammering ● changes their usual routine ● begins to truant ● becomes withdrawn, anxious, or lacking in confidence ● has unexplained cuts or bruises ● is frightened to say what's wrong ● continually loses things, especially money ● eating habits change/ loses weight ● gives improbable excuses for any of the above
<p>THESE SIGNS AND BEHAVIOURS MAY INDICATE OTHER PROBLEMS, BUT ALWAYS CONSIDER BULLYING AS A POSSIBILITY</p>	

Bullying report/response procedures

10. Any incidences of bullying will be taken seriously. However, the way these incidents are dealt with will be appropriate to the age of the individuals involved.

10.1. Bullying incidents need to be reported immediately to a member of staff.

10.2. Staff members will record all reported bullying incidents in the child's personal file and

share them with the class teacher/tutor, Head of Grade, counsellor, Vice Principals, House Parent and Principal, as appropriate.

- 10.3. The bullying behaviour or threats will be investigated quickly and fully and interactions will be closely monitored while investigations are taking place.
 - 10.4. The target will immediately be given support and practical strategies to deal with the situation.
 - 10.5. The individual being bullied, bystanders, where necessary, and the bully/bullies will be interviewed. 10.6. Action will be taken when it is evident that someone is being bullied.
 - 10.6. Parents of both target and perpetrator will be informed and may be called into school for a meeting about the situation.
 - 10.7. The bullying perpetrator will be asked to meet with a school counsellor, a designated staff member and his/her parents, to understand the seriousness of his/her actions and to discuss appropriate ways of changing behaviour.
 - 10.8. A copy of the report outlining the bullying incident, together with the letter that has been sent to the parents, will be kept in the student's file.
11. Options and outcomes after bullying has been reported
- 11.1. The bully will be expected to acknowledge the distress that they have caused the target.
 - 11.2. As part of the reconciliation process, and if agreeable to the target, both target and bully will meet with a school counsellor to discuss the problem and ideas for reconciliation.
 - 11.3. If appropriate, a behaviour contract will be drawn up and signed by the bully.
 - 11.4. After the incident has been thoroughly investigated and dealt with, staff will monitor both students to ensure that bullying does not resume or reoccur.
 - 11.5. In serious cases the individual will be suspended from the college and if the bullying continues, then expulsion will be considered. This will be dealt with by the Principal of the relevant school.