



# Action Plan Against Bullying & Violence at Bishop's College School

<b>Board approval date:</b>				
<b>School Name:</b> Bishop's College School	Private, independent secondary institution (Grades 7-12)	<b>Date:</b> August 23, 2024	<b>Number of students:</b> 250	<b>Head of School:</b> Kurt A. Johnson  <b>Name of plan coordinator:</b> Darby Drew
<b>Committee team members:</b>  Christopher Merritt (Director of Student Life), Julie Lowry (Associate Director of Student Life), Darby Drew (School Counsellor) Students (to come)				
<b>Brief description of characteristics of the school:</b> Established in 1836, Bishop's College School (BCS) is an English-language, all gender, boarding and day school for grades 7 through 12. With a 250-acre campus bordered by farmland and rolling hills on one side and by the city of Sherbrooke on the other, BCS is a small, welcoming community providing more than 250 students from over 35 different countries with an exceptional education in a dynamic multicultural and bilingual environment. Our individualized support and daily structure as well as our certified teachers, and full-time academic support enable us to foster a community in which learning lives, and leaders grow. Students leave here prepared to thrive at top universities around the world and make an impact in society as our next generation of leaders.				
<p>Bishop's College School is committed to an environment free of objectionable, disrespectful conduct, and communication that creates an intimidating, hostile, and offensive climate, or interferes with work performance. BCS prohibits harassment by and against employees and students.</p> <p>In 2012, the National assembly unanimously adopted <b>Bill 56 - An Act to prevent and stop bullying and violence in schools</b>. This bill made amendments to <b>the Education Act</b> and <b>the Act Respecting Private Education</b> in order to prevent and deal with bullying and violence in schools<sup>1</sup> In response to this, Bishop's College School has created a comprehensive action plan against bullying and school violence. Further additions and revisions to this plan come from <b>the Act Respecting the National Student Ombudsman</b>.</p>				

<sup>1</sup> National Assembly Bill 56 2012.

## Action Plan initiatives to prevent bullying and school violence

### The Components of the School Plan:

The main purpose of the plan is to prevent and stop all forms of bullying and violence targeting a student or employee.

The plan *must* include:

1. An analysis of the situation prevailing at the school with respect to bullying and violence;
2. Prevention measures to put an end to all forms of bullying and violence, in particular those motivated by racism or homophobia or targeting sexual orientation, sexual identity, a handicap, or a physical characteristic;
3. Measures to encourage parents to collaborate in preventing and stopping bullying and violence and in creating a healthy and secure learning environment;
4. Procedures for reporting or registering a complaint concerning an act of bullying or violence, according to the **Child Protection Policy** at Bishop's College School;
5. The actions to be taken when a student, teacher or other staff member or any other person observes an act of bullying or violence, according to the **Child Protection Policy** at Bishop's College School;
6. Measures to protect the confidentiality of any report or complaint concerning an act of bullying or violence;
7. Supervisory or support measures for any student who is a victim of bullying or violence, for witnesses and for the perpetrator;
8. Specific disciplinary sanctions for acts of bullying or violence, according to their severity or repetitive nature;
9. The required follow-up on any report or complaint concerning an act of bullying;
10. A separate section for each of the preceding sections that concerns the prevention of sexual violence at the school, as well as;
  - a. Mandatory training activities for all employees, including management, and;
  - b. Security measures to counter violence of a sexual nature.

Components of the action plan against bullying and violence	Summary of the situation
<p><b>Art. 63.1 paragraph 1</b> - An analysis of the situation prevailing at the institution with respect to bullying and violence.</p>	<p>A) Available data/assessment tools currently in place:</p> <ul style="list-style-type: none"> <li>a) Incidents reported by school employees and students; and</li> <li>b) <b>Action Plan to prevent Bullying and School Violence Report Summary</b> (submitted yearly).</li> </ul> <p><b>B) Next steps to update and improve the analysis of the situation:</b></p> <ul style="list-style-type: none"> <li>a) <b>Creation and implementation of a student wellness committee</b> <ul style="list-style-type: none"> <li>- <b>Director of Student Life, Associate Director of Student Life, School Counsellor, Nurses and Physio/ Athletic Therapists</b></li> </ul> </li> <li>b) <b>Establishing a clear procedure for reporting incidents of bullying.</b></li> <li>c) <b>Ongoing training and education with staff and students.</b></li> <li>d) <b>Implementation of a social-emotional follow-up, to best support the victims and facilitate their integration into the BCS community with the collaboration of, but not exclusively, the School Counsellor, Houseparents, Prefects, House Captains, etc.</b></li> <li>e) <b>Use the <i>OurSCHOOL</i> student survey to anonymously measure rates of bullying and violence.</b></li> </ul> <p><b>Regarding sexual violence:</b></p> <p>A) Available data/assessment tools currently in place:</p> <ul style="list-style-type: none"> <li>a. Students, employees, and parents who report situations of bullying or violence can select sexual violence as the form of violence experienced.</li> </ul> <p><b>B) Next steps to update and improve the analysis of the situation:</b></p> <ul style="list-style-type: none"> <li>a. <b>Creation of training for employees and students, appropriate to their development and age.</b></li> <li>b. <b>Use of the <i>OurSCHOOL</i> student survey to collect statistics on incidents which can be compared to the amount of reported events.</b></li> </ul> <hr/> <p><b><u>BCS priorities:</u></b></p> <ol style="list-style-type: none"> <li>1. <b>To reduce bullying and violence in school and in the houses</b></li> <li>2. <b>To ensure that students and staff feel safe at school</b></li> <li>3. <b>To increase awareness and respect within the school community</b></li> </ol>

Components of the action plan against bullying and violence		Description	Deadline	Evaluation
<p><b>Article 63.1 paragraph 2 –</b>  <i>Prevention measures put in place to end all forms of bullying and violence, in particular those motivated by racism or homophobia or targeting sexual orientation, sexual identity, a handicap, or a physical characteristic.</i></p>	<p>Measures currently in place</p>	<p>⇒ Three (3) faculty members on supervision duty during morning recess &amp; lunch hour.  ⇒ 24-hour adult supervision in boarding houses at all times.  ⇒ Two (2) orientation days at the start of the year.  ⇒ Director of Student Life lives on campus.  ⇒ Two day/one night weekend school-wide off-site camp at CFB Valcartier as an integration activity for all students.  ⇒ Bigs and littles program organized through student leaders.  ⇒ Student code of conduct booklet.  ⇒ Adult supervision of all activities.  ⇒ Adoption of the <b>BCS Child Protection Policy</b>. All employees are to read and apply the policy.  ⇒ Associate Director of Student Life and School Counsellor up to date in resources and training.</p>	<p>⇒ In place since September 2016</p>	<p>⇒ Measures put in place have proven to be efficient.  ⇒ Students say they are very comfortable to approach faculty, Houseparents, staff, School Counsellor, and nurses.  ⇒ Upon analysis, it was decided to increase the number of faculty members on duty in some areas of the school.</p>
	<p>Measures that need improvement</p> <p><b>Regarding sexual violence:</b></p>	<p>⇒ More awareness campaigns around bullying and violence.  ⇒ Implementation of the Student Life Curriculum.</p> <ul style="list-style-type: none"> <li>• <b>Educational workshops around healthy sex and sexual practices.</b></li> <li>• <b>Educational campaigns around the prevention of sexual violence.</b></li> </ul>	<p>⇒ Academic Year 2024-2025</p>	<p>⇒ Ongoing goal</p>
	<p>Future measures</p> <p><b>Regarding sexual violence:</b></p>	<p>⇒ Student Life Curriculum  ⇒ Meeting with faculty on bullying</p> <ul style="list-style-type: none"> <li>• <b>Educational campaigns around the prevention of sexual violence to staff and students (using the Student Life Curriculum)</b></li> </ul>	<p>⇒ Academic Year 2024-2025  ⇒ Academic Year 2024-2025</p>	

		<ul style="list-style-type: none"> <li>• <b>The development and implementation of mandatory training for employees about sexual violence.</b></li> <li>• <b>Clarifying the reporting process and obligations to students and employees of the institution when they learn about incidents of sexual violence.</b></li> </ul>		
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Components of the action plan against bullying and violence		Description	Deadline	Evaluation
<b>Article 63.1 paragraph 3 –</b> <i>Measures to encourage parents to collaborate in preventing and stopping bullying.</i>	Measures currently in place	⇒ The school provides services for students and parents in the event of an incident involving bullying and violence. ⇒ School Counsellor available to parents for their concerns or questions about situations of bullying. ⇒ School has a network of resources available to parents, including, but not limited to research and other educational materials to support our policy.		⇒ Measures put in place have proven to be effective
	Measures that need improvement	⇒ Revise Student Handbook <ul style="list-style-type: none"> <li>• <b>Informing parents of the procedures in place from the institution.</b></li> </ul>	⇒ Ongoing	⇒ To be evaluated every year
	Future measures	⇒ Information webinars for parents who don't live within easy proximity of the school or are international. <ul style="list-style-type: none"> <li>• <b>Informing parents of the procedures in place from the institution</b></li> </ul>	⇒ Ongoing	

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<p><b>Article 63.1 paragraph 4 –</b>  <i>procedures for reporting, or registering a complaint concerning, an act of bullying or violence and, more particularly, procedures for reporting the use of social media or communication technologies for cyberbullying purposes;</i></p>	<p>Measures currently in place</p> <p><b>Regarding sexual violence:</b></p>	<p>⇒ <b>Child Protection Policy</b> adopted that describes the procedure.</p> <p>⇒ The school administration can be reported to at any time to take any reporting of incident of bullying and violence.</p> <p>⇒ The students can ask any adults of the school for help reporting or discussing incidents of bullying.</p> <p>⇒ PNE added on the website.</p> <ul style="list-style-type: none"> <li>• <b>Reporting tool available to all students, parents, and employees on the portal.</b></li> </ul>		<p>⇒ Effective</p>
	<p>Measures that need improvement</p> <p><b>Regarding sexual violence:</b></p>	<p>⇒ To make sure the students and employees know the procedures for handling incidents of bullying and cyberbullying.</p> <ul style="list-style-type: none"> <li>• <b>Clarifying the processes for reporting and making it easily accessible to all members of the community.</b></li> <li>• <b>The addition of the procedures and reporting tools to the digital version of the Student Life Handbook regarding sexual violence.</b></li> </ul>	<p>⇒ Annually</p>	<p>⇒ Ongoing each year</p>
	<p>Future measures</p>	<p>⇒ Create an incident report for both employees and students.</p> <p>⇒ Create a unified understanding of bullying and the language used to identify it.</p> <p>⇒ Promotional campaigns for education around bullying and reporting.</p>	<p>⇒ To be done each year as appx. 45% of the student body is new every year.</p> <p>⇒ Ongoing</p>	<p>⇒ Ongoing each year</p>
<p><b>Components of the action plan against bullying and violence</b></p>		<p>Description</p>	<p>Deadline</p>	<p>Evaluation</p>
<p><b>Article 63.1 paragraph 5 –</b>  <i>the actions to be taken when a student, teacher or other personnel member or</i></p>	<p>Measures currently in place</p>	<p>⇒ The Director of Student Life and the School Counsellor are responsible to receive the students involved in a bullying situation.</p> <p>⇒ Interventions occur whenever an incident of bullying is reported, an investigation will ensue to determine the level of intervention.</p>		<p>⇒ Measure proven to be effective</p>

<i>any other person observes an act of bullying or violence;</i>		⇒ Offer of support given to witnesses of incidents of bullying. ⇒ Reporting tool available to all students, parents, and employees on the portal.		
	Measures that need improvement  <b>Regarding sexual violence:</b>	⇒ Redefining expectations for an individual who has reported or witnessed an incident of bullying  <ul style="list-style-type: none"> <li>• <b>Clarification of the two procedures (report to school, or regional PNE) that are available, and that at least one must be followed whenever an instance of sexual violence occurs.</b></li> </ul>	⇒ Academic Year 24-25	⇒ Ongoing
	Future measures  <b>Regarding sexual violence:</b>	⇒ To create an incident report for both employees and students that is available online.  <ul style="list-style-type: none"> <li>• <b>Campaigns to educate all members of the community on the procedure to follow and their resource people for such incidents, ie. School Counsellor, the Regional Ombudsman.</b></li> </ul>	⇒ September 2024	

Components of the action plan against bullying and violence		Description	Deadline	Evaluation
<b>Article 63.1 paragraph 6 –</b> <i>measures to protect the confidentiality of any report or complaint concerning an act of bullying or violence;</i>	Measures currently in place	⇒ Limit the access to the incident reports to the Director of Student Life and the School Counsellor. ⇒ Using other staff members to facilitate meetings with reporters of incidents of bullying.		⇒ Measures proven to be effective
	Measures that need improvement  <b>Regarding sexual violence:</b>	⇒ Limit the propagation of rumours by educating around confidentiality and incident reporting, including the investigation undertaken by the administration following a report.  <ul style="list-style-type: none"> <li>• <b>Limitation of the ID of report makers to the School Counsellor and Director of Student Life.</b></li> </ul>	⇒ Ongoing	⇒ Ongoing

	Future measures	⇒ Shift to online to protect the confidentiality of reports.	⇒ September 2024	⇒ Ongoing
Components of the action plan against bullying and violence		Description	Deadline	Evaluation
<b>Article 63.1 paragraph 7 –</b> <i>supervisory or support measures for any student who is a victim of bullying or violence, for witnesses and for the perpetrator;</i>	Measures currently in place	⇒ Meeting with the School Counsellor. ⇒ External referral when needed (psychologist, social worker, psychiatrist etc.). ⇒ Communication with the Houseparents of vital information.		⇒ Measures proven to be effective
	Measures that need improvement	⇒ Continue to develop tools and mechanisms to maintain the confidentiality and respect for victims.  • <b>The implementation of a clear follow-up for persons involved in such incidents, and other resources available to offer them if they do not wish to be seen or cannot be seen by the School Counsellor.</b>	⇒ Ongoing	⇒ Ongoing
	Future measures	⇒ Shift towards virtual meetings to improve privacy for victims, at their discretion. ⇒ Postvention strategy, that includes key players in the victim’s support network, including but not limited to the Houseparent, School Counsellor, coach, etc.	⇒ Ongoing	⇒ Ongoing

Components of the action plan against bullying and violence		Description	Deadline	Evaluation
<b>Article 63.1 paragraph 8 –</b> <i>specific disciplinary sanctions for acts of bullying or violence, according to their severity or repetitive nature;</i>	Measures currently in place	⇒ Disciplinary actions related to bullying and acts of violence can be referred to in the Student Handbook. ⇒ Sanctions are related to the incident and must aim at correcting the problem.	⇒ Ongoing	⇒ Measure proven to be effective



	Measures that need improvement  <b>Regarding sexual violence:</b>	⇒ Review of the disciplinary actions in place to ensure their relevancy and pertinence to the incidents.  • <b>Clarification of the sanctions regarding acts of sexual violence, as per the Student Life Handbook.</b>	⇒ Ongoing	⇒ Ongoing
	Future measures  <b>Regarding sexual violence:</b>	⇒ Review Student Code of Conduct annually  • <b>Update the Student Life Handbook, outlining sexual violence specifically and its different forms.</b>	⇒ Annually	⇒ Annually
<b>Components of the action plan against bullying and violence</b>		<b>Description</b>	<b>Deadline</b>	<b>Evaluation</b>
<b>Article 63.1 paragraph 9</b> – the required follow-up on any report or complaint concerning an act of bullying or violence.	Measures currently in place	⇒ All students will be offered support from the administration, including but not limited to the School Counsellor, Houseparent, etc. ⇒ Parents will be communicated with as needed, and at the discretion of the aggressor(s) and victim(s). ⇒ In accordance with the <b>Education Act, Section 96.12</b> , in the case of a complaint concerning an act of sexual violence, the administration shall also inform the student who is the victim that it is possible to refer the complaint to the <i>Commission des services juridiques</i> . If the student is under 14 years of age, the administration will also inform their parents of that option, and if the student is 14 years of age or over, the Head of School may also inform their parents of that option, with the student's consent. For each complaint received concerning bullying or violence and each report received relating to an act of sexual violence, the Head of School shall send the Chair of the Board of BCS a summary report on the nature of the incident and the follow-up measures taken. The summary report concerning an act of sexual violence shall also be sent to the Regional Student Ombudsman.		⇒ Measure proven to be effective

		<ul style="list-style-type: none"> <li><b>The same process will be followed</b></li> </ul>		
	Measures that need improvement  <b>Regarding sexual violence:</b>	⇒ Communication of the essential elements of the incident with teachers and Houseparents to ensure support and follow-up with the involved students. ⇒ Education around the handling of incidents by the administration.  <ul style="list-style-type: none"> <li><b>The same measures need to be improved for sexual violence.</b></li> </ul>	⇒ Ongoing	⇒ Measure proven to be effective but needs improvement
	Future measures  <b>Regarding sexual violence:</b>	⇒ Hyperlinking all related documentation of the incident into the 'investigation' column on the incident report sheet.  <ul style="list-style-type: none"> <li><b>Clarification of the different avenues of support offered to aggressors vs. victims/witnesses.</b></li> </ul>	⇒ Ongoing	

Components of the action plan against sexual violence		Description	Deadline	Evaluation
<b>Article 75.1 paragraph 1 – compulsory training activities for management and other personnel;</b>	Measures currently in place	⇒ Policy for the prevention of psychological or sexual harassment at work and the treatment of complaints exists in the portal.	⇒ Ongoing	⇒ Measure proven to be effective
	Measures that need improvement	⇒ Creation and implementation of a compulsory training for management and other personnel.	⇒ Ongoing	⇒ Ongoing
	Future measures	⇒ Creation and implementation of a compulsory training for management and other personnel. ⇒ Review with HR.	⇒ Ongoing	⇒ Ongoing
Components of the action plan against sexual violence		Description	Deadline	Evaluation
	Measures currently in place	⇒ Education around consent practices provided to students.		⇒ Needs to be improved and specified to sexual violence.

<b>Article 75.1 paragraph 1 – safety measures to stop sexual violence.</b>		⇒ Educational campaigns around power dynamics.		
	Measures that need improvement	⇒ Review of education provided to students. ⇒ Clear procedures on how to report and the postvention strategy. ⇒ Working with the Head of School and security to improve the functioning of these services.	⇒ Ongoing	⇒ Measure proven to be effective but need improvement
	Future measures	⇒ Hyperlinking all related documentation of the incident into the ‘investigation’ column on the incident report sheet.	⇒ Ongoing	