

# Anti-Bullying Policy

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<b>Version</b>	4.1
<b>Policy number</b>	3240
<b>Short description</b>	A policy on promoting the moral, mental, physical and spiritual well- being and development of all HOPE Students.
<b>Relevant to</b>	All HOPE Staff and Students
<b>Authority</b>	This policy has been approved by Director
<b>Responsible officer</b>	Academic Management Team
<b>Responsible office</b>	Director and Academic Management Team
<b>Date introduced</b>	February 2013
<b>Date(s) modified</b>	April 2017, May 2019
<b>Next scheduled review date</b>	April 2021
<b>Related documents</b>	Anti-bullying Policy for Student Diaries
<b>Related policies</b>	<a href="#">2240-Grievance and Appeal Policy</a> <a href="#">6220- Child Safety Policy</a> <a href="#">6600- Truth Telling Policy</a> <a href="#">2190- Social Media Code of Conduct</a> <a href="#">3210- Responsible Behaviour Policy</a> <a href="#">2160- HOPE Sexual Harassment Policy</a>

## POLICY STATEMENT

As a school we take bullying very seriously. Parents, Employees and Students should be assured they will be supported when bullying is reported. HOPE promotes to provide a safe environment.

## PURPOSE

- To promote an atmosphere of safety HOPE International School rejects all forms of bullying and the anti-bullying policy promotes the social, emotional, physical and spiritual well-being of the HOPE community.

## OBJECTIVE

- All staff, pupils and parents should have an understanding of what the school policy is on bullying, and what they should do if bullying arises.
- As a school we take bullying seriously. Pupils and parents should be assured that they will be supported when bullying is reported. Bullying will not be tolerated.
- Bystanders and victims are able to report to staff and know that incidents will be dealt with promptly and discreetly. We are a *TELLING* school. This means that *anyone* who knows that bullying is happening is expected to tell appropriate staff.

## SCOPE

- This policy applies to the HOPE community.
- All members of the HOPE community are expected to be vigilant for watching out for incidents of bullying. Victims may indicate by signs or behaviour that he or she is being bullied. These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated. Adults should be aware of the possible signs and they should investigate if a student is exhibiting them. Refer to Appendix 1 for list of possible signs.

## DEFINITIONS

- Bullying is the use of aggression with the intention of hurting another person. It is usually repeated, rather than a one off event. Bullying results in pain and distress to the victim.
- Bullying can be the result of differences in personal factors (e.g. appearance, possessions, personalities, social background, gender, race or academic ability).
- Bullying is imposing one's will systematically on another and this may cause harm physically, emotionally or mentally.
- Bullying takes many forms and in determining whether bullying has taken place, the views of the victim must be taken into account. However, the following behaviour is frequently associated with bullying and the governors, staff, pupils and parents of HOPE International School are determined to work together to prevent it both inside and outside school.
- Behaviour, which could be considered to be "Bullying", includes:
  - **Intimidation:** making the victim fear your presence 'owning' a specific area, gang hierarchy
  - **Isolation:** the purposeful exclusion of an individual from his/her peers
  - **Verbal Abuse:** name calling, threats, bossing others around, personal comments (e.g. about person or family)
  - **Property:** Hiding, theft, damage, extortion, constant jostling/pushing around
  - **Violent physical abuse:** direct, deliberate violence to another.
  - It is important that this behaviour is discouraged and dealt with wherever it is observed; and that pupils understand that these

behaviours are considered to be a forms of bullying (whether or not the victim complains).

- Bullying can be:
  - Emotional – being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
  - Physical- pushing, kicking, hitting, punching or any use of violence
  - Racist- racial taunts, graffiti, gestures
  - Sexual- unwanted physical contact or sexually abusive comments
  - Homophobic- because of, or focusing on the issue of sexuality
  - Verbal- name-calling, sarcasm, spreading rumours, teasing
  - Cyber- All areas of the internet, such as email & internet chat room misuse, mobile threats by text message & calls, misuse of associated technology.

## **PROCEDURES**

- If possible immediately resolve the conflict
- When staff members notify of bullying incidents, they must inform the Pastoral teacher and relevant line manager in writing, preferably email and a copy in their student file.
- In serious cases, parents should be informed and will be asked to come into a meeting with pastoral teachers and/ or principals to discuss the problem. If it is suspected that it is a child protection issue then the Director needs to be informed first.
- The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly.
- Refer to 3220 Responsible Behaviour Policy for sequence.
- If the incident involves a staff member to inform the manager/principal.

## **RESPONSIBILITIES**

- General Staff Responsibilities
  - Be vigilant in the classroom and as you move around the school for any of the behaviour identified above. Staff are obligated to record and stop the incident. Make sure the victim is safe and feels that the incident will be dealt with.
  - Follow Responsible Behaviour management policy.
- Pastoral Teacher Responsibilities: The pastoral teacher is the front line of the pastoral care system. If a number of incidents are recorded which begin to indicate a pattern of behaviour then pastoral teachers should discuss the matter with the relevant principal so that further action can be taken.
- In regards to students Principals will use their judgement in deciding whether an incident is a minor one or a more serious one. The views of the victim will be important in assessing the situation but the victim should not be asked to confront the alleged perpetrator or argue their case in front of them. The Principal will follow the Behaviour Management policy once an incident has been reported. If it is a case of adult to adult bullying or adult to child, the Director will be involved in leading the process.
- In accordance with the Behaviour Management flow chart, bullying incidents involving students will be considered as serious and immediately be addressed directly by the Deputy Principal who will follow the course of action outlined in the chart. This includes but is not limited to interviewing students, informing parents, notifying relevant staff members, involving support staff and working side by side

with pastoral teachers to monitor the situation once the immediate issue has been addressed. All records, summary of meetings and written reports and copies of letters to parents will be filed appropriately. Consequences will be in line with the Responsible Behaviour Policy process.

## REFERENCES

- Visit the Kidscape website [www.kidscape.org.uk](http://www.kidscape.org.uk) for further support, links and advice.
- **Appendix 1: Possible Signs of Bullying**
  - Is frightened of walking to or from school
  - Doesn't want to go on the school / public bus
  - Begs to be driven to school
  - Changes their usual routine
  - Is unwilling to go to school (school phobic)
  - Begins to truant
  - Becomes withdrawn anxious, or lacking in confidence
  - Starts stammering
  - Attempts or threatens suicide or runs away
  - Cries themselves to sleep at night or has nightmares
  - Feels ill in the morning
  - Begins to do poorly in school work
  - Comes home with clothes torn or books damaged
  - Has possessions which are damaged or " go missing"
  - Asks for money or starts stealing money (to pay bully)
  - Has dinner or other monies continually "lost"
  - Has unexplained cuts or bruises
  - Comes home starving (money / lunch has been stolen)
  - Becomes aggressive, disruptive or unreasonable
  - Is bullying other children or siblings
  - Stops eating
  - Is frightened to say what's wrong
  - Gives improbable excuses for any of the above
  - Is afraid to use the internet or mobile phone
  - Is nervous & jumpy when a cyber-message is received

## TABLE OF AMENDMENTS

Version number	Date	Short description of amendment
4	5/2019	Include related policies, update process and language,
4.1	4/2020	new logo and links for related policies