

# St Joseph's Institution International School Malaysia

***Enabling youth to learn and to learn how to live, empowering  
them to become people of integrity and people for others.***



## Anti- Bullying Policy

Signed: \_\_\_\_\_ Elementary School Principal

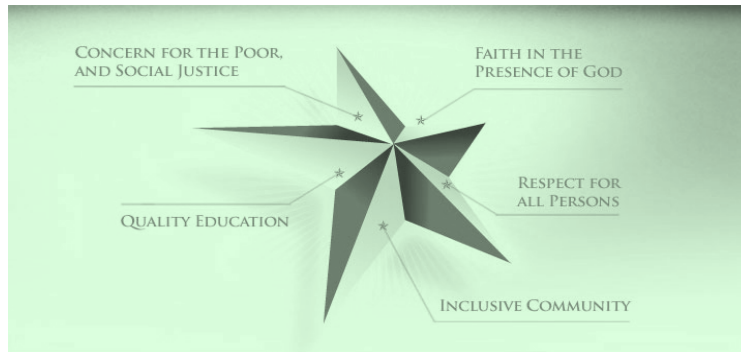
Signed: \_\_\_\_\_ High School Principal

Date of Policy: 8/16

Date of Review: 6/17

# Anti-Bullying Policy

This policy is written in the spirit of putting into practice our Lasallian core values



## Core Principles

Everyone at SJIIM has a duty of care to protect pupils from bullying as part of our responsibility to provide a safe, secure, caring and friendly school environment. This policy outlines how we strive to protect all students from those who wish to deliberately hurt them either physically or emotionally.

## Definition

There are many definitions of bullying, but most consider it to be:

- deliberately hurtful (including aggression);
- repeated often over a period of time, while recognising that even a one-off incident can leave a learner traumatised and nervous of future recurrence; and
- difficult for victims to defend themselves against

We believe bullying takes many forms such as physical, verbal, social exclusion and the misuse of mobile phones and Internet social networking websites. It is our duty to look out for all signs of bullying and to take the appropriate action to stop it. We will respond to all incidents of alleged bullying.

At SJIIM we believe that by creating a safe, secure and caring school environment we will encourage all pupils to report any incident of bullying to a member of the school staff.

Under no circumstances will we tolerate any form of bullying and all proven incidents of bullying will be dealt with promptly and effectively as we wish to promote the wellbeing of all pupils.

We wish to work closely with the School Representative Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that students should be encouraged to form and to express their views.

[http://www.ohchr.org/EN/UDHR/Documents/UDHR\\_Translations/eng.pdf](http://www.ohchr.org/EN/UDHR/Documents/UDHR_Translations/eng.pdf)

***“When adults are making decisions that affect children, children have the right to say what they think should happen and have their opinions taken into account.”***

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that are connected with this policy.

## Aims and Objectives

- To develop a school environment that is both safe and secure for all pupils.
- To have in place established systems that will deal with incidents of bullying.
- To develop confident students who will notify staff of any incident of bullying.
- To inform everyone connected with the school of the school’s anti-bullying policy.

## Anti-Bullying Policy

### Responsibility for the Policy and Procedure

#### The principals will:

- implement this policy;
- ensure that all school staff are aware of the policy;
- work to create a safe, secure, caring and friendly school environment for all the students;
- ensure school staff have a clear understanding of the extent and nature of bullying that may take place in school;
- ensure that personal and social education curriculum and the religious education curriculum helps to deal with anti-bullying;
- investigate all reported incidents of bullying;
- ensure that all pupils understand that bullying is wrong;
- ensure that all parents are aware of this policy and that we do not tolerate bullying;
- raise awareness of bullying with pupils, parents, school staff and board members on the grounds of protected characteristics;
- consult with pupils and parents to identify the extent and nature of bullying in the school;
- inform parents of any incident of bullying and the process followed;
- ensure school staff keep records in a central log in order to build up a picture of concerns of individual pupils and in identifying patterns of behaviour;
- discuss with the student council ways that bullying can be eradicated from the school;
- support any pupil who has been bullied;
- encourage any student displaying bullying behaviour to change their behaviour;
- ensure appropriate consequences are imposed on any pupil who continues to bully;
- consider permanent exclusion in the most serious incidents of bullying or repeated bullying by an individual student;
- make effective use of relevant research and information to improve this policy;
- ensure effective supervision is in place between lessons, break times and lunchtimes;
- deal with any form of bullying that takes place to and from school;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy

#### The phase leaders and tutors will:

- lead the development of this policy and all linked policies throughout the school;
- work closely with the Principal and the nominated governor;
- provide guidance and support to all school staff to understand the signs or behaviour of someone being bullied;
- work with students to determine those parts of the school where they do not feel safe;
- have in place good systems at playtime and lunchtime to reduce the risk of bullying safe places for vulnerable groups
- organise an anti-bullying week;
- plan age-appropriate opportunities in the curriculum to discuss issues related to the characteristics and effects of bullying.
- build pupils' resilience to bullying;
- develop philosophy sessions to provide students with opportunities to discuss equality and diversity;
- ensure good arrangements are in place for pupils transferring from the ES to the HS;
- make effective use of relevant research and information to improve this policy;
- keep up to date with new developments and resources;
- provide training for all staff on induction and when the need arises;
- help counsel students who have been bullied and those who use bullying behaviour;
- review and monitor.

## Anti-Bullying Policy

### **The school staff will:**

- comply with this policy;
- be aware of all other linked policies;
- be aware of the signs of bullying in order to prevent bullying taking place;
- report all incidents of bullying;
- investigate all reported incidents of bullying;
- take all forms of bullying seriously;
- make sure that all pupils know what to do if they are bullied;
- encourage pupils to report any incidents of bullying to any member of the school staff;
- support any pupil who has been bullied;
- raise awareness of the wrongs of bullying through personal and social education and religious education;
- use preventative strategies such as circle time and buddy systems;
- undertake the appropriate training;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community

### **The pupils must:**

- be aware of and comply with this policy;
- report if they are being bullied to an adult in the school.;
- report if they see or be aware of someone being bullied;
- discuss ways of preventing bullying through the school council;
- listen carefully to all instructions given by the teacher;
- ask for further help if they do not understand;
- treat others, their work and equipment with respect;
- talk to others without shouting and use language which is neither abusive nor offensive;
- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;
- liaise with the student council;
- take part in questionnaires and surveys

### **The student representative council (SRC) will:**

- provide feedback to the Principal on the effectiveness of this policy;
- agree a definition for bullying with parents and school staff;
- discuss improvements to this policy during the school year;

### **The parents must:**

- be aware of and support this policy;
- be involved in agreeing a definition for bullying with pupils, school staff and the Governing Body;
- report to the school any concerns they have of their child being bullied;
- be assured that the school will deal with all incidents of bullying;
- be assured that they will be informed of incidents and will be involved in discussions;
- be asked to take part periodic surveys conducted by the school;
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school

## Anti-Bullying Policy

### Training for School Staff

All school staff have equal chances of training, career development and promotion. They will receive training on this policy upon induction, which specifically covers:

- What is bullying?
- How to identify, prevent and manage bullying.
- Types of bullying such as Cyberbullying, bullying, bullying of students with special educational needs, homophobic bullying and bullying around race, religion and culture.
- Recognising bullying.
- Anti-bullying strategies.
- How to deal with a bullying incident.
- Counselling the bullied and the bullies.
- Anti-bullying week.
- Tackling Homophobia
- Building pupils' resilience to bullying.
- Working and co-operating with parents and carers.
- receive periodic training so that they are kept up to date with new information.

### Record Keeping

- Records will be kept in a uniform and systematic way.
- All reported incidents of bullying are investigated, dealt with and recorded.
- Records will be kept of all incidents as well as specific types of bullying and their outcomes.
- Records will be kept in a central log in order to build up a picture of concerns of individual pupils and identify patterns of behaviour;
- Parents are informed of all events and what actions have been taken.

### Counselling

- Counselling and support mechanisms are in place to help those who have been bullied.
- All perpetrators of bullying are given time to discuss why they have bullied and why their actions were wrong.

### Raising Awareness

We will raise awareness of this policy via:

- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school staff
- communications with home such as weekly newsletters
- reports such as annual report to parents and Principal reports to the Governing Body
- information displays in the main school entrance
- Class parent representative meetings