

# St Joseph's Institution International School Malaysia

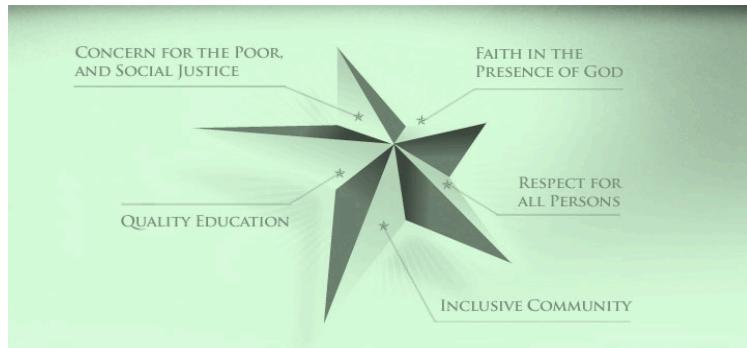
***Enabling youth to learn and to learn how to live, empowering them to become people of integrity and people for others.***



## Anti- Bullying Policy

Policy Reviewed:	March 2025
Date of Next Review:	March 2026
Revised By:	Karen Willoughby, PSHE lead, Gary Cairns, Head of School, Jasmine Sabharwal, Assistant Principal HS, Sahana Fried, Assistant Principal ES.
Signed By:	 Gary Cairns, Head of School

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



## Our Commitment

At SJIIS, we are dedicated to fostering a safe, caring, and inclusive school environment. We do not tolerate bullying in any form. Our commitment to preventing bullying is reflected in our core values, which are taught through our **character and virtues programme**, reinforced by our **positive behaviour policy**, and built upon a foundation of **respectful relationships** across our school community.

We believe that every student has the right to feel safe and respected. This policy is designed to ensure that all students, staff, and parents understand our approach to preventing and responding to bullying.

## A Whole Community Approach to Bullying Prevention:

- At SJIIS, we believe that every member of our school community has a role to play in protecting students from bullying. This is a shared responsibility that requires a collective effort.
- We are committed to creating a culture where bullying is not tolerated and where students feel safe and supported. We achieve this by:
- Actively promoting a safe and inclusive environment where bullying is consistently challenged and addressed.
- Responding promptly and effectively to all reported incidents, ensuring that concerns are taken seriously and resolved fairly.
- Empowering students to speak out against bullying, encouraging them to support their peers and report any incidents they witness.
- Our goal is to build a community where every individual feels a sense of ownership over the safety and well-being of others.

## What is bullying?

Bullying is a pattern of behaviour that is **deliberately hurtful** and **repeated over time**. It can take many forms:

- **Physical:** Hitting, kicking, or pushing
- **Verbal:** Name-calling, threats, or insults
- **Emotional:** Spreading rumours, social exclusion, or malicious gossip
- **Cyber-related:** Harmful messages, sharing embarrassing/ inappropriate photos, or online threats, consent related.

## Anti-Bullying Policy

We recognise that even a **single severe incident** can have a lasting impact. Bullying leaves a student feeling powerless and targeted, making it difficult for them to defend themselves.

A simple way to remember this is our student definition: **STOP - Several Times On Purpose**. Bullying is intentional, repeated harm designed to intimidate, hurt, or exclude another person.

### Types and Forms of Bullying

Our policy addresses all types of bullying, ensuring we protect every student from harm. This includes:

- **Discrimination-based Bullying:** Targeting someone because of their race, religion, nationality, or culture.
- **SEND-related Bullying:** Targeting students with special educational needs or disabilities.
- **Appearance & Health-related Bullying:** Making fun of or targeting someone based on their physical appearance, or a physical or mental health condition.
- **Bullying based on Home Circumstances:** Targeting a student because of their family situation.

Bullying can manifest in many different ways. Our policy covers all **forms**, including:

- **Physical Aggression:** Hitting, kicking, pushing, or any other form of physical harm.
- **Verbal Abuse:** Name-calling, insults, threats, or taunts.
- **Social Exclusion:** Intentionally leaving someone out of group activities, spreading rumors, or ignoring them.
- **Cyberbullying:** Using digital platforms like mobile phones and social media to send hurtful messages, share embarrassing photos, or spread rumors.

### Our Aims and Objectives

Our anti-bullying policy is designed to create a school environment where every student feels safe, supported, and respected. We achieve this through the following core objectives:

- **Ensure a safe and secure school environment for all.** We are committed to fostering a community where bullying is not tolerated, and all students can learn and thrive without fear.
- **Establish clear systems for reporting and addressing bullying.** We will provide straightforward, confidential channels for students, staff, and parents to report incidents. All reports will be handled promptly, consistently, and fairly.
- **Empower students to speak up and seek help.** We will teach students how to identify bullying and give them the confidence and tools to report it, either for themselves or on behalf of a peer.
- **Raise awareness of the school's anti-bullying policy among students, staff, and parents.** We will ensure that everyone in our school community understands our definition of bullying, our prevention strategies, and our procedures for responding to incidents.

### Roles & Responsibilities

#### Staff Responsibilities

As a key part of our school community, staff members play a crucial role in preventing and addressing bullying. All staff are expected to:

- **Familiarise themselves with and enforce this anti-bullying policy.** You must be aware of its contents and apply it consistently.
- **Be vigilant.** Actively monitor student behaviour and be prepared to intervene if you notice any changes or signs of distress.

## Anti-Bullying Policy

- **Educate and empower students.** Ensure that students understand what bullying is and feel confident and safe to report incidents to you.
- **Never promise confidentiality.** You must be clear that while you will handle all reports with discretion, you cannot promise to keep information completely confidential if a student is at risk of harm. Always explain that you may need to involve other staff members, such as a member of the Senior Leadership Team or other members of the Safeguarding team, to ensure the student's safety.
- **Keep accurate records.** Document all reported incidents in our **secure** and **confidential CPOMS system** so we can track and address concerns effectively.
- **Serve as role models.** Consistently demonstrate the virtue of **respect** through your words and actions, setting a positive example for all students.

### Student Responsibilities:

Students are essential partners in our anti-bullying efforts. We expect all students to take an active role in creating a safe and positive school environment.

### Bullying Prevention Strategies

We empower our students with the tools to handle bullying situations. We encourage students to use the '**Stop-Walk-Talk**' strategy:

- **Stop:** If you see bullying happening, tell the person to stop in a clear, firm voice.
- **Walk:** If the person doesn't stop, walk away from the situation.
- **Talk:** Report the incident immediately to a trusted adult, such as a teacher, school counselor, or other staff member.

### A Culture of Respect and Support

Every student has a responsibility to treat their peers with **respect and kindness**. We expect students to support one another and **stand up for peers** who are experiencing bullying. If you witness a bullying incident, it is your responsibility to report it to a member of staff or a trusted adult.

### Giving Feedback

Your voice is important to us. We encourage all students to provide feedback on our anti-bullying policy and support strategies through our **student voice channels**. Your input helps us make our school a safer place for everyone.

### Parental Responsibilities

Parents and guardians are essential partners in our mission to prevent bullying and create a safe school community. We ask that parents:

- **Become familiar with and support the school's anti-bullying policy.** Understanding the policy is the first step in helping us address any concerns effectively.
- **Communicate any concerns directly to school staff.** If you suspect your child is being bullied or is involved in a bullying incident, please contact the school promptly. This allows us to investigate and intervene quickly.
- **Work collaboratively with the school.** By working together, we can ensure a safe and supportive learning environment for all students. Your cooperation and trust are vital to the well-being of our community.

## Procedures for Reporting & Responding to Bullying

To ensure a consistent and effective response to all bullying incidents, SJIIS uses a three-level system. The appropriate response level is determined based on the severity and frequency of the bullying.

### Low-Level Incidents

Low-level incidents are typically minor in nature, such as name-calling or social exclusion, and are often isolated.

- **Reporting & Action:** A classroom teacher or any staff member who witnesses or receives a report of a low-level incident will address it immediately.
- **Documentation:** The incident must be accurately documented on the **CPOMS system** for our records.
- **Communication:** The teacher will report the incident to the **Head of Year** or the student's **Tutor Teacher** to ensure they are aware of the situation.
- **Support:** The school counsellor will provide support to the students involved if it is needed.

### Medium-Level Incidents

Medium-level incidents are more serious, recurring, or have a greater impact on the students involved.

- **Action:** The **Heads of Year** will take the lead in addressing these incidents.
- **Communication:** Parents of all students involved will be informed of the incident.
- **Support:** Additional support measures, including **counselling**, will be provided to the students affected.

### High-Level Incidents

High-level incidents involve significant harm, repeated severe behaviour, or may involve physical violence or a threat to safety.

- **Action: Senior Leadership** will be immediately notified and will take over the investigation and response.
- **Communication:** Parents of all students involved will be contacted immediately.
- **Intervention:** Depending on the nature of the incident, **external authorities** (such as the police) may be involved as necessary.

## Procedures for Responding to Bullying Reports

Once a bullying report is made, school staff will follow a clear and consistent procedure to investigate and resolve the issue.

- **Prompt and Sensitive Response:** All reports submitted via **CPOMS** will be reviewed and acted upon promptly and sensitively. Our goal is to address concerns quickly while ensuring the well-being of all students involved.
- **Fact-Finding and Investigation:** An investigation will be conducted to determine what happened. This includes collecting **witness statements** from students and staff, and gathering any available evidence to verify the claims.
- **Provide Support:** The school will provide support for **all students involved**. This includes the student who was targeted by the bullying, as well as the student who engaged in the bullying behaviour. Support may involve meetings with a school counsellor, mediation, or other interventions.

## Anti-Bullying Policy

- **Sanctions and Consequences:** Appropriate measures will be applied based on the severity of the incident and the age of the students involved. The response will be proportionate, fair, and in line with our school's behaviour policy. Our focus is on both accountability and helping students learn from their mistakes.

### Cyberbullying

Cyberbullying is a serious issue that requires a swift and comprehensive response. Our policy applies to cyberbullying that affects students, even if it happens **outside of school hours**, especially if it impacts the school environment.

### Our Response

The school will act **immediately** on all reports of cyberbullying to protect those involved. Our procedures include:

- **Swift Intervention:** Staff will work to **support affected students** and address the behaviour with the students responsible to **prevent recurrence**. Our focus is on reinforcing positive online behaviour and digital citizenship.
- **Investigation and Evidence:** Students are encouraged to **retain evidence**, such as screenshots of messages or posts, to help with the investigation. The school will take all possible steps to identify the individuals responsible for the behaviour.
- **Education and Prevention:** To prevent cyberbullying, we teach students about **online safety** through computing lessons, PSHE, and school assemblies. This education gives students the tools to recognise, report, and protect themselves online, which is vital for creating a safe digital environment for everyone.

### Prevention Strategies

Our school takes a proactive approach to bullying prevention by embedding it directly into our curriculum and school culture. We believe that preventing bullying before it starts is key to fostering a positive and safe environment for everyone.

### Our Proactive Approach

- **Curriculum Integration:** We incorporate anti-bullying principles into our regular lessons. Our **PSHE Programme** and classroom discussions focus on themes of **respect, character and virtues development, and digital safety**.
- **School-Wide Initiatives:** We hold an annual **Unity Week**, which features school-wide activities specifically designed to promote kindness, empathy, and inclusion among all students.
- **Student Leadership:** Our **Student Leadership Bodies** play a vital role in our efforts. They lead various anti-bullying initiatives, helping to spread our message from a student perspective.
- **Creating Safe Spaces:** We have established designated **spaces** where students can go to resolve conflicts constructively. In these spaces, they are encouraged to use the language of our virtues to help guide their conversations and find a positive resolution.
- **Staff Vigilance:** Our staff is trained to be vigilant in all areas of the school. We pay special attention to **high-risk areas** such as corridors and playgrounds to ensure that any potential issues are addressed quickly.
- **Visible Support:** To ensure students know who they can approach for help, we have put up **safeguarding posters** throughout the school. These posters clearly show students who they can talk to if they are experiencing or have witnessed bullying.

## Restitution & Restoration

Our goal is not only to hold students accountable for their actions but also to support them in learning from their mistakes and making things right. When a bullying incident occurs, we focus on both appropriate sanctions and restorative measures.

## Appropriate Sanctions

We apply sanctions that are proportionate to the severity and nature of the bullying incident. These may include:

- **Official warnings**
- **Detentions**
- **Exclusion** from specific areas, such as the playground or certain school events
- **Fixed-term suspension or permanent exclusion** in the most severe or persistent cases

Effective record-keeping is crucial for a successful anti-bullying policy. It allows us to track incidents, identify trends, and ensure our responses are consistent and effective.

## Record-Keeping

Effective record-keeping is crucial for a successful anti-bullying policy. It allows us to track incidents, identify trends, and ensure our responses are consistent and effective.

- **Systematic Recording:** All bullying incidents, regardless of their severity, are recorded in the **CPOMS system**. This ensures that we have a clear, centralized log of every report.
- **Data Analysis:** We regularly review the data in CPOMS to **identify patterns**. This helps us spot potential issues with specific individuals, groups, or locations within the school. This data-driven approach allows us to make informed decisions and continuously improve our policies and prevention strategies.
- **Communication with Parents:** When an incident occurs, parents are kept informed of the **actions taken** to address it. This open communication ensures that parents are part of the solution and trust our process.
- **Annual Policy Review:** Our anti-bullying policy is a living document. It is **reviewed annually** to ensure it remains effective, up-to-date, and in line with best practices in education and child protection.

## Raising Awareness

For our anti-bullying policy to be effective, everyone in our community must be aware of it. We use a multi-faceted approach to ensure this policy is visible, understood, and actively discussed.

## Our Methods for Promoting Awareness

- **School-Wide Communication:** The policy is accessible on the **school website** and displayed on **information boards** around the school.
- **Staff and Parent Engagement:** We ensure that all staff members are trained on this policy during their **induction** and at regular intervals. We also promote awareness through **parent meetings, newsletters, workshops**, and our **Class Parent Representative meetings**.
- **Student Education:** We use school assemblies, our curriculum, and regular classroom discussions to teach students about bullying, its impact, and our school's expectations.
- **Special Events:** We dedicate specific events throughout the school year to reinforce our anti-bullying message. This includes **Unity Week, Wellbeing Week**, and regular **Digital Safety talks**. These events provide engaging and memorable opportunities for our students to learn about kindness, inclusion, and how to stay safe online.

### Training & Development

Effective anti-bullying requires a commitment to ongoing training for staff and a strong partnership with parents. We ensure that our entire school community is equipped with the knowledge and skills to prevent and respond to bullying.

#### Staff Training

- **New Staff Induction:** All new staff members receive comprehensive training on our anti-bullying policy and procedures as part of their induction process.
- **Ongoing Professional Development:** Our **ES and HS counsellors** provide regular in-house training sessions to all staff. This ensures that our team remains informed about the latest research and best practices in bullying prevention and intervention. We are dedicated to continuous professional development to maintain a safe environment for our students.

#### Parent Workshops

- **Workshops:** We host workshops for parents, throughout the academic year, to provide guidance on how they can support their children and reinforce the school's anti-bullying measures at home. These sessions cover topics like identifying the signs of bullying, effective communication with children, and working with the school to resolve issues.
- Parent workshops, throughout the year, provide guidance on supporting children and reinforcing anti-bullying measures at home.