



# Anti-Bullying Policy

Straits International School, Rawang

<b>Approval date</b>	September 2021	<b>Review Date</b>	September 2023
<b>Review Cycle</b>	Every 2 years		
<b>Scope</b>	<b>Whole school</b>	●	
	<b>Secondary school</b>	●	
	<b>Primary school</b>	●	
	<b>EYFS</b>	●	
<b>Ownership</b>	SRW	<b>Approved by</b>	CP and SLT

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## Introduction

At SIS, our school is committed to providing a safe and caring environment that is free from disruption, violence and any form of harassment, so that every one of our pupils can develop his/her full potential. We expect our students to treat members of staff with courtesy and cooperation so that they can learn in a relaxed, but orderly atmosphere. All students should care for and support each other.

Parents/guardians have an important role in supporting us in maintaining high standards of behaviour. It is essential that school and home have consistent expectations of behaviour and that they cooperate closely together. Acceptance of this policy forms part of our standard terms and conditions.

Bullying, harassment and victimisation and discrimination will not be tolerated. We treat all our pupils and their parents fairly and with consideration and we expect them to reciprocate towards each other, the staff and the school. Any kind of bullying is unacceptable.

We aim to advance equality of opportunity and foster good relations between people who share a protected characteristic and people who do not share it.

## Bullying and Anti-Social Behaviour

Bullying or harassment of any kind - mental, verbal, cyber or physical is unacceptable. All students and boarders need to recognise that bullying, theft and vandalism can do more to erode a sense of community and respect for each other than almost anything else. Students should be in absolutely no doubt that they all have a shared responsibility to promote this attitude.

## Definition of Bullying

Bullying may be defined as the intentional and repeated hurting, harming or humiliating of another person by physical (including sexual or sexist), verbal or cyber (please see relevant policy) and emotional means (by excluding, tormenting or spreading malicious rumours). It can involve



manipulating a third party to tease or torment someone. It can involve complicity that falls short of direct participation. Bullying is often hidden and subtle. It can also be overt and intimidatory.

Bullying may involve actions or comments that are racist, homophobic, religious or cultural, which focus on disabilities (including special educational needs) or other physical attributes (such as hair colour or body shape). Bullying can cause serious psychological damage and it will never be underestimated.

Forms of Bullying may include:

- **Physical bullying** which can include kicking, hitting, pushing and taking away belongings Verbal bullying which includes name calling, mocking and making offensive comments.
- **Emotional bullying** which includes isolating an individual or spreading rumours about them
- **Cyber-bullying** where technology is used to hurt an individual – for instance text messaging or posting messages/images on the internet or any form of social media
- **Racist bullying** occurs when bullying is motivated by racial, ethnic or cultural prejudice
- **Sexual bullying** is where someone makes unwanted physical contact or makes sexually abusive comments.
- **Homophobic and biphobic bullying** occurs when bullying is motivated by a prejudice against lesbian, gay or bisexual people.
- **Transphobic bullying** occurs when bullying is motivated by a prejudice against people who identify as trans
- **Disablist bullying** occurs when bullying is motivated by a prejudice against people with any form of disability.
- **Sexist bullying** occurs when bullying is motivated by a prejudice against someone because of their gender

## Cyber-bullying

The rapid development of, and widespread access to, technology has provided a new medium for 'virtual' bullying, which can occur in or outside school.

Cyber-bullying is a different form of bullying, which can happen 24/7, with a potentially bigger audience and more accessories as people forward on content at a click. For more information on how to respond to cyber-bullying and how pupils can keep themselves safe, please refer to the



“Cyber-bullying Policy”. Examples include: social websites, mobile phones, text messaging, photographs, videos, emails, sexting.

## Signs of Bullying

Changes in behaviour that may indicate that a pupil is being bullied include:

- Unwillingness to return to school.
- Displays of excessive anxiety, becoming withdrawn or unusually quiet.
- Failure to produce work or producing unusually bad work, or work that appears to have been copied, interfered with or spoiled by others.
- Books, bags and other belongings suddenly go missing or are damaged.
- Change to established habits (e.g. giving up music lessons, change to accent or vocabulary).
- Diminished levels of self-confidence.
- Frequent visits to the School Nurse with symptoms such as stomach pains and headaches.
- Unexplained cuts and bruises.
- Frequent absence, erratic attendance or late arrival to class.
- Choosing the company of adults.
- Displaying repressed body language and poor eye contact.
- Difficulty in sleeping, experiences nightmares.
- Talking of suicide or running away.

Although there may be other causes for some of the above symptoms, a repetition or a combination of these possible signs of bullying should be investigated by parents and teachers. It must be remembered that bullying can take place anywhere, in and out of school hours, in class or at break times. Particular places and times to watch for are:

- Locker areas.
- Changing rooms.
- When lining up for lessons.
- When changing.
- Mobile phone and social networking sites.



## Bullying – Preventative Measures

We aim to instil a strong Anti-Bullying culture across all areas of school life. In doing so we take the following preventative measures:

- A Designated Safeguarding Lead (DSL) is made available to all pupils, name clearly on display.
- Bullying and what to do if being bullied is discussed in Form Period/PSHE/Circle Time at the beginning of every term, and at appropriate times during the year.
- We use appropriate assemblies to explain the school policy on bullying. Our PSHE programme is structured to give pupils an awareness of their social and moral responsibilities as they progress through the school. The programme is structured to enforce the message about community involvement and taking care of each other.
- Other lessons, e.g. English, Story time etc. can highlight the issue of bullying and reinforce this message by teaching moral and spiritual values that show bullying to be unacceptable and by developing social skills.
- An 'Anti Bullying Week' can be organised during the year to highlight the dangers of bullying.
- All our students are encouraged to tell a member of staff at once if they know that bullying is taking place.
- All reported incidents are recorded and investigated at once. We always monitor reported incidents.
- All teaching staff play a vital role in supporting the DSL and are trained in handling any incidents as an immediate priority. All are alert to possible signs of bullying.
- Our DSL and other senior staff give support and guidance to other staff on handling and reporting of incidents and on the follow-up work with both victims and bullies.
- On site, we have our school Counsellor, Ms. Syahira, who is available to give confidential advice and counselling support to pupils who can refer themselves to her when they have social, emotional or behavioural concerns.
- Staff are always on duty at times when pupils are not in class and patrol the school site. They are trained to be alert to inappropriate language or behaviour.
- We reserve the right to investigate incidents that take place outside school hours, on school visits and trips and that occur in the vicinity of the school, involving our pupils.
- We encourage feedback from parents and guardians on the effectiveness of our preventative measures.



Students should also report “one-off” incidents that cause upset or hurt, even if it does not constitute bullying. “One off” incidents will be treated seriously as part of the school’s procedures on promoting positive behaviour and will be recorded on the school’s management system or Class Dojo.

Allegations will be treated seriously, fairly and will be investigated, recorded and followed up.

## Whistle blowing

SIS encourages pupils to report any bullying of which they become aware. It is a duty of staff to do so also. Please see Whistleblowing policy for additional details.

## Procedures for Dealing with Reported Bullying

If an incident of bullying is reported, the following procedures are adopted:

- The member of staff to whom it was reported or who first discovers the situation will control the situation if necessary, reassuring and supporting the pupils involved. Pupils should be removed to safety if necessary.
- He/she will inform the relevant Head of School (Primary/Secondary) as soon as possible.
- The victim will be interviewed on his/her own and asked to write an account of events. He/she may be helped to do this. Leading questions must be avoided and factual evidence should only be taken.
- The bully, together with all others who were involved, will be interviewed individually and asked to write an immediate account of events. The Head of School will calmly explain the range of disciplinary measures that are potentially involved.
- CCTV may be referred to where necessary.
- The incident will be recorded and kept on the files of all pupils concerned.
- The Campus Principal will be informed and become involved if the bullying is of a serious or persistent nature and requires a greater level of intervention.
- The victim will be also interviewed at a later stage by the School Counsellor (Ms. Syahira), separately from the alleged perpetrator. It will be made clear to him/her why revenge is inappropriate. He/she will be offered support to develop a strategy to help him or herself.



- The alleged bully will be interviewed at a later stage by Ms. Syahira, our School Counsellor, separately from the victim and it will be made clear why his/her behaviour was inappropriate and caused distress. He/she will be offered guidance on modifying his or her behaviour, together with any appropriate disciplinary sanctions.
  - The parents/guardians of all parties should be informed and may be invited into school to discuss the matter. Their support should be sought.
  - A way forward, including disciplinary sanctions and possibly counselling should be agreed by all parties. This should recognise that suitable support is needed both for pupils who are being bullied and for pupils who bully others, as well as dealing with appropriate disciplinary measures. **Strong sanctions such as suspension or expulsion for repeated bullying may be necessary.**
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- A meeting involving all the parties, with close staff supervision could be helpful in developing a strategy for all concerned to close the episode.
  - A monitoring and review strategy will be put in place.
  - In extremely serious cases and after the Heads of School/School Principal has been involved, it may be necessary to make a report to the Police. However, it is the policy of SIS to attempt to resolve such issues internally under the school's own disciplinary procedures, unless the matter is of such gravity that a criminal prosecution is likely.

## Disciplinary steps

The disciplinary steps are:

Pupils are warned officially to stop offending. Initial instances of unkind behaviour will be dealt with as per the Behaviour Policy.

The Behaviour Report System is available to monitor the bully's behaviour, sometimes requiring the parents' daily involvement.

If bullies do not stop agreed behaviours, the bully's parents/guardians will be informed and demands for the appropriate changes in behaviour will be made.

If they still do not stop target behaviours, bullies will be suspended for a fixed period; there will be a re-admission interview and Behaviour Plan drawn up, as appropriate.



If they then carry on they will be recommended for suspension for an indefinite exclusion; following this exclusion there will be a re-admission interview and Behaviour Plan drawn up, as appropriate.

If they will not end such behaviour, they will be recommended for permanent exclusion to the Campus Principal.

Depending on circumstance, a child may enter this system of disciplinary steps at point one, or anywhere else.

Procedures and consequences may vary depending on the following factors:

- the age of those involved
- persistence or repetition of the incident
- the level of premeditation or calculation
- the number of individuals involved
- knowledge of the individuals involved
- the level of distress caused
- the location and time of the incident.

Policy Owner

The policy owners are the school's Leadership Team

Issue Date

Issue date: October 2022.

Review Date

This policy will be reviewed biennially. The next review is due in September 2024.