

## **Endaze British International School**

### **Anti-Bullying Policy**

#### **Policy Statement**

**Staff, parents/carers and pupils at End-a-ze International School (EBIS) are firmly opposed to all forms of bullying. Each pupil has a right to enjoy an education free from fear and distress.**

**All members of the school are expected to treat each other with consideration and respect. The school will react firmly and promptly to cases of bullying.**

#### **What is bullying?**

##### **Bullying is behaviour which**

- deliberately makes another person feel uncomfortable, distressed or threatened
- is repeated
- makes those being bullied feel powerless to defend themselves
- can include racist, sexist or homophobic behaviour

##### **Bullying may take many forms, such as**

- physical: for example, hitting, pushing, kicking
- name-calling and verbal abuse: face-to-face, in writing, by phone, on-line or by text message
- making racist, sexist or gender-based comments, jokes or graffiti
- making threats
- taunting or mocking
- spreading rumours
- making jokes to make someone look 'small'
- shutting out a person
- ganging up on someone
- refusing to cooperate with someone
- hiding equipment or other possessions
- demanding money

#### **EBIS works to combat bullying by**

##### **Involving pupils in**

- tutorial work and PSHE programmes
- whole school and class assemblies

- Older children supporting younger children as playtime.
- displays of appropriate work e.g. photos of children cooperating, posters designed by the children promoting positive behaviour

#### **Raising awareness in staff and parents through**

- awareness-raising sessions for teaching and non-teaching staff
- school handbook and other publications to parents

### **GUIDANCE and ADVICE**

#### **For pupils**

If you are being bullied

- tell someone you trust
- Remember **you** are not the one with the problem!
- if you can, ignore the bully
- if you can, do not show you are upset
- if possible, avoid being alone in the places bullying happens
- be assertive, if you can
- walk away quickly and confidently, even if you do not feel that way inside
- Your safety is more important than your possessions. If you are in danger, don't hold on to them
- if you are different in some way, be proud of who you are

#### **Friends**

- listen and talk it through
- try to be sensitive
- try not to leave them on their own
- persuade the person being bullied to talk to an adult

#### **Bystanders**

- even if you don't take part in bullying but see it and walk away, you are ignoring your responsibilities
- get help, tell an adult
- give sympathy to the person being bullied

### **FOR PARENTS/CARERS and TEACHERS**

#### **Recognising the signs**

Someone who is being bullied may

- be frightened of getting on the school bus
- insist on being driven to school
- be unwilling to go to school
- regularly have books or clothes damaged
- have possessions 'go missing'
- continually 'lose' money

- begin doing badly in schoolwork
- have unexplained bruises, scratches, cuts
- ask for money or begin stealing money
- become withdrawn or start stammering
- have noticeable and prolonged changes in mood
- become distressed
- become bad-tempered
- refuse to say what is wrong
- lose appetite, or start overeating
- cry himself/herself to sleep or have nightmares
- attempt or threaten to harm him/herself

### **For Parents/Carers**

Any of the behaviour above may indicate other problems. But, if you become aware of and are concerned by any of this behaviour, and think your child is being bullied

- encourage him/her to talk about the problem
- reassure him/her of your support
- try to listen calmly and not overreact
- Attempt to find out when and where the bullying takes place. Is there a pattern?
- contact the class teacher to discuss the problem
- work with the class teacher to support your child within or outside school
- if the bullying takes place outside school, report the matter to the police

### **For Staff**

All members of staff, teaching and non-teaching, should deal with any incident of suspected or observed bullying by

- talking to the pupil and giving reassurance
- taking action appropriate at the time
- reporting the incident to the Headteacher
- producing a written statement of what has happened and the action taken, in cooperation with the Headteacher

### **The Headteacher and Secondary Director will**

- interview the person/s responsible for the bullying
- contact parents/carers when necessary
- take any appropriate disciplinary action
- work with pupils, parents/carers and other teachers to support those involved and prevent the bullying

**The school psychologist will**

- keep a record of all incidents and any follow up action
- offer support to vulnerable students and liaise with parents if it is felt that outside support should be sought.

***This policy was written based on the principles outlined in DfES Guidance 'Bullying: Don't Suffer in Silence'. This policy is in line with and embraces the Race Relations Amendment Act (2000).***

### School Bullying Incident Form

This report will be held in strict confidence and will not be made available to any outside persons or agencies.

Report from \_\_\_\_\_ School name \_\_\_\_\_

Date of incident \_\_\_\_\_ Time of incident \_\_\_\_\_

Ethnic origin of victim \_\_\_\_\_ Ethnic origin of perpetrator \_\_\_\_\_

Male  Female  Male  Female

**Indicate type of incident – please tick**

Verbal		Physical	
Name-calling	<input type="checkbox"/>	Kicking	<input type="checkbox"/>
Taunting	<input type="checkbox"/>	Hitting	<input type="checkbox"/>
Mocking	<input type="checkbox"/>	Punching	<input type="checkbox"/>
Making offensive comments	<input type="checkbox"/>	Pushing	<input type="checkbox"/>
Teasing	<input type="checkbox"/>	Pinching	<input type="checkbox"/>
Other (please state)	<input type="checkbox"/>	Other (please state)	<input type="checkbox"/>
Emotional		Cyber	
Offensive graffiti	<input type="checkbox"/>	Offensive text messages	<input type="checkbox"/>
Excluding from group	<input type="checkbox"/>	Offensive e-mails	<input type="checkbox"/>
Spreading rumours	<input type="checkbox"/>	Sending degrading images	<input type="checkbox"/>
Being forced to do something against own will	<input type="checkbox"/>	Other (please state)	<input type="checkbox"/>
Taking possessions/money	<input type="checkbox"/>		<input type="checkbox"/>
Other (please state)	<input type="checkbox"/>		<input type="checkbox"/>

**If you feel the bullying incident was in any way motivated by any of the following please indicate with a tick.**

Appearance  Disability  Home circumstances   
 Gender  Race/ethnic origin  Medical condition   
 Religion  Sexuality

**Brief description of incident**

**Action taken**

Did the incident lead to the perpetrator(s) being excluded?      Yes/no  
Have you had contact with the victim's parent/carer?      Yes/no

Have you had contact with the perpetrator's parent/carer?      Yes/no

Signed \_\_\_\_\_

Designation \_\_\_\_\_

**Return to the school psychologist.**

Once the school bullying incident form model has been completed for an alleged incident of school bullying, the action, correction and sanction policy of the situations of bullying in the non-university teaching centers of the Community of Madrid will be applied.

This document can be viewed and obtained through the following link:

[http://www.psie.cop.es/uploads/Acoso%20escolar%20%20Protocolo%20para%20correcci%C3%B3n%20y%20sanci%C3%B3n%20SIE\\_12.pdf](http://www.psie.cop.es/uploads/Acoso%20escolar%20%20Protocolo%20para%20correcci%C3%B3n%20y%20sanci%C3%B3n%20SIE_12.pdf)

**Updated: November 2017**