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## **Anti-Bullying Policy**

**Date Approval:** 26 October 2020

**Next Review** : 26 October 2022

**Review Cycle** : 24 months

**Scope** : Whole School

**Ownership** : Campus Principal

**Approved by** : SLT

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### **1.0 Expectation**

1.1. At Asia Pacific School our community is based upon respect, and good manners. We are 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 students and staff can develop his/her full potential. We expect everyone in our community to treat each other with courtesy and cooperation so that everyone can play respective roles in a relaxed, but orderly atmosphere. All students and staff should care for and support each other.

1.2. Asia Pacific School prides itself on its respect and mutual tolerance. 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.

1.3. Bullying, harassment and victimisation and discrimination will not be tolerated. We treat all our students 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.

1.4. 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.

### **2.0 Safeguarding Students and Young People**

Under the Children Act 2001 a bullying incident should be addressed as a child protection concern when there is 'reasonable cause to suspect that a child is suffering, or is likely to suffer significant harm'. Where this is the case, the school staff should report their concerns to their local authority. Even where safeguarding is not considered to be an issue, schools need to support the student who is experiencing bullying, or to tackle any underlying issue which has contributed to a child doing the bullying.

### **3.0 Bullying Outside School Premises**

Students' poor behaviour outside of the school premises will be part of safeguarding issue if it involves other member of school, the issue will be brought to the discipline board for further assessment and action. If it does not involve other school member, the school will take action to further educate the students and parents will be informed and the victim can reach the authority for further action. we will always investigate reported incidents of poor behaviour of our students outside of the school premises.

## **4.0 Bullying and Anti-Social Behaviour**

Bullying or harassment of any kind - mental, verbal, cyber or physical is unacceptable. All students 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 corporate responsibility to promote this attitude.

## **5.0 Definition of Bullying**

5.1. 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 done openly.

5.2. 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 skin colour or body shape). We believe that bullying can cause serious psychological damage and it will never be underestimated.

5.3 *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 with just a click. Examples include: social websites, mobile phones, text messaging, photographs, videos, emails, sexting.

## **6.0 Signs of Bullying**

6.1. Changes in behaviour that may indicate that a student 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 spoilt by others.
- Books, bags and other belongings suddenly go missing or are damaged.
- Change to established habits (e.g. giving up favourite lessons, change of ).
- Diminished levels of self-confidence.
- Frequent visits to the School Office 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.

6.2. 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/ washroom.
- Ramp.
- When lining up for lessons.
- When changing.
- Mobile phone and social networking sites.

## **7.0 Bullying – Preventative Measures**

7.1. 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) and safeguarding team are made available to all students, name clearly on display.
- Bullying and what to do if being bullied is discussed in induction briefing at the beginning of every term.
- We use appropriate assemblies to explain the school policy on bullying. Our curriculum is structured to give students 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, particularly Religious and Moral Studies, language 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 activity takes place at least once a year to promote free bullying school environment.
- 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.
- Homeroom teachers and discipline coordinators 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.
- School Counsellor is an important part of our pastoral support service, providing specialist skills of assessment and counselling. He/she is available to give confidential advice and counselling support to students who can refer themselves to him/her when they have social, emotional or behavioural concerns. On occasion, a member of our pastoral team may refer to our range of providers.
- Staff are always on duty at times when students 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 students.
- We encourage feedback from parents and guardians on the effectiveness of our preventative measures.
- All community members must be encouraged to speak up against bullying.

## **8.0 Whistleblowing**

APS encourages students to report any bullying of which they become aware to any staff, and the staff must report the incident to Head of Discipline or the DSL.

## **9.0 Procedures for Dealing with Reported Bullying**

If an incident of bullying is reported, the following procedures are to be carried out:

- 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 students involved. Students should be removed to safety if necessary.
- He/she will inform the relevant Head of Discipline 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 Pastoral Care/ Head of Discipline will calmly explain the range of disciplinary measures that are potentially involved.
- The incident will be recorded and kept on the files of all students concerned and
- The principal and Deputies 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 interviewed at a later stage by a member of the Pastoral Team /Head of Discipline 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 a member of the pastoral team, 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 action and possibly counselling should be agreed. This should recognise that suitable support is needed both for students who are being bullied and for students who bully others, as well as dealing with appropriate disciplinary measures. Strong action such as suspension or expulsion for repeated bullying may be necessary.
- 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 very serious cases and after the Principle and Deputies have been involved, it may be necessary to make a report to the Police or to the Children's Services. However, it can be considered 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.

## **10.0 Disciplinary steps**

The disciplinary steps are:

- Students are warned officially to stop offending and unkind behaviour.
- 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 bully will be considered to have responded appropriately. If he/she stops the agreed behaviours for 12 consecutive school weeks, they will be deemed to have responded appropriately and the warning of serious sanctions will end. However, in case the agreed behaviour starts again, progress through the disciplinary steps will be rapid.

## **11.0 Staff Training**

APS aims to train all staff about safeguarding that includes bullying and Child Protection. Periodically, staff meetings are used to discuss bullying and to review the effectiveness of current preventative measures. The Senior Leadership Team review records of bullying termly.