



International  
School

# **Anti-Bullying Policy 2017**

Reviewed: November 2017

Ongoing review underway, in collaboration with the Student Council, to be completed by June 2018.

## Introduction

At Park Lane International School, we endeavour to cultivate a happy, supportive and productive learning environment, which prioritises the welfare and development of the whole school community and fosters positive relationships between staff, pupils and parents.

### Zero tolerance

**Bullying is a form of cruelty and as such it is unacceptable at Park Lane International School.** It is important to recognise that it does happen and we must all seek to create and promote a culture in which pupils are valued as people; a culture where bullying, when it occurs, is dealt with firmly and swiftly but with sensitivity.

Park Lane International School has an agreed anti-bullying policy to ensure that students, parents, staff and the Governing Board understand what the common definition of bullying is and what the collective community response to it is. The anti-bullying policy must cover all aspects of school life without exception to ensure that all those who work in the school do so in a safe, positive learning environment.

As with the Behaviour Policy, the Anti-Bullying Policy has been informed by the United Nations Convention for the Rights of the Child (UNCRC)<sup>1</sup> and is underpinned by the Park Lane International School 5 Rs of: respectfulness, responsibility, risk-taking, resourcefulness and resilience. Its ethos is one of high expectations for standards of behaviour and respect for the rights of all members of our community:

**Pupils** have a right under article 29 to a safe, supportive and productive learning environment to enable them to achieve their full academic potential.

**Staff** are entitled to work in a positive environment, free from disruption. Agreed standards of behaviour should be consistently applied across the school.

**Parents** have a duty under article 3 to share responsibility for the behaviour of their child. The school counts on the support of parents to maintain high standards of behaviour.

**The Governing Board** support the school with disciplinary matters.

It is essential that all members of the school community - students, staff and parents - understand and abide by the policy, and model respectful behaviour in all situations. This encourages and empowers all stakeholders to be proactive in creating a positive sense of community and responsibility so that the opportunities for bullying to exist are minimal.

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<sup>1</sup> [https://www.unicef.org/crc/files/Rights\\_overview.pdf](https://www.unicef.org/crc/files/Rights_overview.pdf)

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## Scope

### Protected characteristics

All members of the Park Lane International School community, regardless of educational needs, age, disability, gender reassignment, marriage and civil partnership, family background (e.g. Fostered, adopted or carer), pregnancy and maternity, race, religion, belief or cultural background, sex, and sexual orientation, should be made to feel safe, respected and valued.

### Definition of bullying

Park Lane International School have defined bullying as: (to be included following consultation with the Student Council) **IMBALANCE OF POWER**

The Department of Education (UK) says that bullying may be defined as: "Behaviour by an individual or group, usually repeated over time, that intentionally hurts another individual or group either physically or emotionally".

Bullying can be any one of the following:

<ul style="list-style-type: none"><li>• Emotional, including but not limited to: Being unfriendly, tormenting, exclusion from social groups, the production, display or circulation of written words, pictures or other materials aimed at intimidation, name belittling and gestures, graffiti, sniggering, sarcastic remarks and extortion.</li></ul>
<ul style="list-style-type: none"><li>• Verbal, including but not limited to: Name calling, abusive comments, use of offensive language</li></ul>
<ul style="list-style-type: none"><li>• Physical, including but not limited to: Pushing, kicking or any use of violence, aggression,</li></ul>
<ul style="list-style-type: none"><li>• Damage to property</li></ul>
<ul style="list-style-type: none"><li>• Cyber bullying (use of text messages, social media websites, chat rooms, blogs, forums, etc.)</li></ul>
<ul style="list-style-type: none"><li>• Harassment, including but not limited to: Sexual, unwanted physical contact or sexually abusive comments, Racism, sexism, homophobia, intimidation, degrading comments/behaviour</li></ul>

### When is it not considered bullying?

It is essential not to minimise the experience of those who feel they have been bullied. However, it is also important to distinguish exactly what does and doesn't constitute bullying behaviour, to avoid unwarranted accusations being made against

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individuals. It is not bullying if it can be classed as rudeness or being mean, as outlined below:

Rudeness	Unintentionally causing upset through something you say or do.
Being mean	Saying or doing something to intentionally hurt or upset an individual once (or maybe twice).
Bullying	Involves an intent to harm another individual, an imbalance of power, and repeated acts or threats of aggressive behavior.

### **To whom does the policy apply?**

This policy applies to all members of the school community including teaching staff, support staff, students, parents, guardians, administrative staff and visitors. The policy will apply at the following times and places:

- School time (including break and lunchtime)
- Going to and from school
- School trips
- School playground
- Extra-curricular activities
- Social networking/media sites such as Twitter, Facebook and texting that has a negative impact on school life.
- Outside the school if the behaviour impacts upon any person's participation at school.

Bullying behaviours such as cyber bullying which break the law may be referred to the police.

Our behaviour policy is available on the school website. It is shared with all parents at the beginning of each school year through the guidelines for secondary students and parents and primary welcome booklets for each year group.

### **Aims**

The aims of the policy are:

- To foster a safe and secure learning environment in which to work;
- To promote a school ethos that encourages victims of bullying to speak up;
- To ensure that all members of our community understand the psychological damage that bullying can inflict on others;
- To raise awareness of bullying, threats and violence as unacceptable forms of behaviour in society and in our school community;

Reviewed: November 2017

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- To strengthen our rights-respecting ethos towards of all members of our community;
- To take practical actions to prevent incidents of bullying behaviour e.g. to ensure comprehensive supervision and monitoring measures through which all areas of school activity are kept under observation;
- To put into effect procedures for reporting and recording incidents of bullying behaviour;
- To put into effect procedures for investigating and dealing with incidents of bullying behaviour;
- To develop a programme of support for those affected by bullying behaviour and those involved in bullying behaviour;
- To work with, and through, the various local agencies in countering all forms of bullying and anti-social behaviour.

## **School community's response**

At Park Lane we have a co-ordinated and consistent response to bullying in the school. There is a zero tolerance approach to bullying of any kind and the immediate implementation of an organised procedure to deal with the incident. This will include support for those being bullied and, where appropriate, both support and sanctions for those perpetrating the bullying. We recognise that perpetrators of bullying may be behaving in such a way due to mental health issues. Likewise, the mental health of victims of bullying may be affected as a result of what has taken place. We therefore acknowledge that relevant support may be required for both parties.

All stakeholders should feel secure in being able to visit, work and learn in a supportive, caring and safe environment at Park Lane International School.

No incident where bullying is suspected should be ignored and knowledge of what has happened and why is critical in both dealing with and understanding the incident.

## **Primary Procedure**

The following steps will be taken when dealing with an incident of bullying in the school:

- Any suspicion or allegation of bullying must be reported and investigated promptly. The report of an alleged incident of bullying will be completed.
- A clear and detailed account of the incident will be recorded and given to the Deputy Head of Primary or Head of Primary or Site Leader depending on the campus involved.
- Class teachers and specialists of those involved will be informed;
- Parents will be informed of what has happened and told of the consequences and action that will occur;

Reviewed: November 2017

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- If a serious incident occurs (and with parental permission) the school psychologist will be told of the incident and will talk to those involved;
- A plan (time managed) will be constructed for monitoring those involved with follow up procedures to ensure that the incident does not happen again; parents, staff and students should be kept informed of this;
- If the bullying continues then the parents will be invited to school and the Head of Primary and Principal will discuss more serious sanctions such as limited exclusion.

## Secondary Procedure

The following steps will be taken when dealing with an incident of bullying in the school:

- If bullying is suspected or reported, then the incident will be dealt with immediately by the member of staff who has been approached;
- A pastoral interview should take place with the alleged victim. The member of staff conducting the interview should initially listen to everything that is said, before writing notes on the conversation that has taken place;
- The Form Tutor and Key Stage Coordinator should be informed and all documentation shared with them;
- The Key Stage Coordinator and Form Tutor should conduct a pastoral interview with the accused bully, as well as any witnesses to incidents that have taken place;
- The sanctions table in the Behaviour Policy should be referred to and SLT informed if necessary;
- Teachers of those involved will be informed;
- Parents will be informed of what has happened and told of the consequences and action that will occur;
- A plan (time managed) will be constructed for monitoring those involved with follow up procedures to ensure that the incident does not happen again; parents, staff and pupils should be kept informed of this;
- If the bullying continues then the parents will be invited to school and the KS Coordinator/Deputy Head of Secondary/Principal will discuss more serious sanctions such as limited exclusion.

## Sanctions and levels of discipline

The level of sanctions should reflect whether it is an initial incident, repeat offence or continued bullying behaviour. These sanctions should be site specific and are in order of seriousness with the final possibility being permanent expulsion from the school:

- All behavioural incidents should be logged to enable the teacher to identify patterns and triggers;
- Speaking with senior leaders in school;

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- Key stage Coordinators/Deputy Head of Secondary/Principal will be responsible for putting strategies in place;
- Parents will be contacted and informed of incident. Parents and Park Lane staff will work together to develop strategies to support the child;
- Parents will be called in for a meeting to put strategies in place;
- After an agreed amount of time, a review meeting between Park Lane and parents will be set up;
- Permanent exclusion (if bullying continues persistently)

## Support

There will be support for those who have been bullied, and those who bully.  
For those who have been bullied:

- Opportunity to discuss what has happened with the class teacher or a member of staff of their choice;
- Time given to listening to the student and reassurance;
- Continuous support and monitoring of those involved;
- Restoring of self-esteem and confidence.

For those who have bullied:

- Opportunity to discuss what has happened with member of staff;
- Discussion of why the incident has happened;
- Informing parents of a need to monitor the student and change their attitude and behaviour.

## Ways of educating about bullying through the curriculum and staff training

The curriculum of the school is a medium to raise awareness of the nature and causes of bullying and how it impacts on individuals and communities. Assemblies, PSHEE, tutor time and specialist lessons can also have a focus on anti-bullying. It is important that bullying is addressed directly in the school and proactively throughout the school's curriculum. All class teachers and specialists need to work on this area of pastoral care.

Issues surrounding specific cases of bullying are discussed on a regular basis during staff briefings and meetings. Our anti-bullying policy is circulated during induction each year and our school psychologist supports teachers when dealing with cases of a bullying nature.

## Resources

The following resources and website locations can be used to support the policy.

Websites:

- <http://www.anti-bullyingalliance.org.uk/>

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- <http://www.bullyonline.org/index.htm>
- <http://www.bullyonline.org/schoolbully/index.htm>
- <http://www.bullying.co.uk/index.php/schools/general/bullyingpolicies.html>
- [http://www.bbc.co.uk/schools/parents/life/health\\_happiness/health/bullying.shtml](http://www.bbc.co.uk/schools/parents/life/health_happiness/health/bullying.shtml)
- <http://www.childline.org.uk/explore/bullying/pages/bullying.aspx>
- [http://www.oecdobserver.org/news/fullstory.php/aid/434/Bullying\\_at\\_school:\\_tackling\\_the\\_problem.html](http://www.oecdobserver.org/news/fullstory.php/aid/434/Bullying_at_school:_tackling_the_problem.html)
- [http://www.kzoo.edu/psych/stop\\_bullying/resources/websites.html](http://www.kzoo.edu/psych/stop_bullying/resources/websites.html)

**Park Lane International School**  
**Report of an alleged incident of bullying**

Date			
Name of Victim		Class	
Reported by			
<b>Nature of Incident</b> (attach extra sheet if required)			
<b>Perpetrator(s)</b>			
<b>Action taken</b>			
<b>Follow up action and date</b>			

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Signature of Teacher \_\_\_\_\_

Date \_\_\_\_\_

Signature of KS Coordinator/Deputy Head of Secondary/Head of Secondary

\_\_\_\_\_

Date \_\_\_\_\_

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