

## **Anti-Bullying Policy**

**The following policy relates to all children at Nord Anglia International School, Hong Kong, including those at all key stages and those in the EYFS (Early Years Foundation Stage) from 2017.**

### **1. Legal Context**

To create a school environment that is free from discrimination or harassment, we aim to be in line with guidance from both UK policy and the Education & Development Bureau of Hong Kong.

The Hong Kong School Administration Guide 2016/17 provides that the school should formulate policy and measures to prevent students' behavioural problems, such as bullying, in order to cultivate a safe and orderly learning environment for the students.

The Education (Independent School Standards) (England) Regulations 2015 provide that an independent school is required to ensure that an effective anti-bullying strategy is drawn up and implemented. The school also uses the DfE advice on 'Preventing and Tackling' bullying (Nov 2014). This is non-statutory guidance, and makes specific reference to Cyber Bullying; it includes useful information for staff and parents about Cyber Bullying.

The Equality Act 2010, held to a higher standard than that of the Hong Kong Bill of Rights 1991, replaces previous anti-discrimination laws with a single Act. A key provision is a new public sector Equality Duty, which came into force on 5 April 2011. It replaces the three previous public sector equality duties for race, disability and gender, and covers age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation. The Duty has three aims. It requires public bodies to have due regard to the need to:

- eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the act;
- advance equality of opportunity between people who share a protected characteristic and people who do not share it ;
- foster good relations between people who share a protected characteristic and people who do not share it.

Part 6 of the Act makes it unlawful for the responsible body of a school to discriminate against, harass or victimise a pupil or potential pupil in relation to admissions, the way it provides education for pupils, provision of pupil access to any benefit, facility or service, or by excluding a pupil or subjecting them to any other detriment.



Although bullying in itself is not a specific criminal offence, it is important to bear in mind that some types of harassing or threatening behaviour – or communications – could be a criminal offence, under other relevant branches of the law.

If school staff feels that an offence may have been committed they should seek assistance from the Head of Pastoral Care or Assistant Principals in upper/lower school.

## **2. Policy Statement**

We believe we are a caring and supportive school; therefore we must take positive steps to identify and counteract bullying.

- 2.1 Everybody in the school needs to feel safe, confident, valued and respected. This promotes an atmosphere where everyone can work in a supportive way and reach their full potential emotionally, socially and intellectually.
- 2.2 The school is completely opposed to bullying and will not tolerate it. It is entirely contrary to the values and principles by which we work and live. All members of the school community have a right to work in a secure and caring environment without being bullied. They also have a responsibility to contribute in whatever way they can, to the protection and maintenance of such an environment.
- 2.3 In line with our safeguarding and child protection policy we aim to create an atmosphere in which children know they will be helped if they become the victim of bullying. Furthermore should there be reasonable cause to believe that a child is suffering or is likely to suffer significant harm as a result of bullying then the incident should be treated as a child protection concern. This is in line with our Safeguarding and Child Protection Policy.

## **3. Aims**

- 3.1. To create, maintain and promote a secure and supportive learning environment, in which each pupil feels valued and safe from bullying, harassment or abuse, irrespective of race, age, beliefs, gender, sexual orientation, size, ability, disability or social or economic situation.
- 3.2. To encourage respect and tolerance for differences among people in the Nord Anglia community and in the world at large.
- 3.3. To maintain and develop effective listening systems for children and staff.
- 3.4. To involve all staff in dealing with incidents of bullying effectively and promptly.
- 3.5. To equip all staff with the skills and information necessary to deal with incidents of bullying.
- 3.6. To involve the wider school community in dealing effectively with bullying incidents.
- 3.7. To communicate with parents and the wider school community effectively on the subject of bullying.
- 3.8. To acknowledge the key role of every staff member in dealing with incidents of bullying.
- 3.9. To ensure that all incidents of bullying are recorded and appropriate use is made of the information, where appropriate sharing it with relevant organisations.
- 3.10. To promote emotional health and wellbeing across the whole school for all members of our



community to role model this in all situations.

3.11. To ensure consistency in the follow-up of rules, rewards and sanctions.

3.12. Every adult has the duty to know and fully implement the policy, protocols and procedures.

#### **4. Bullying Definition**

Bullying is defined as deliberately hurtful behaviour, repeated over a period of time, where it is difficult for those being bullied to defend themselves. Bullying is behaviour by an individual or group, usually repeated over time, that intentionally hurts another individual or group either physically or emotionally. It is often motivated by prejudice against particular groups and can be based around issues such as ethnic race, cultural or economic background, religious faith, gender, sexuality (homophobic/transphobic), disability, special educational need, appearance or issues in their family.

Bullying can involve but is not limited to verbal taunts, name calling, physical injury, damage to property, rumour spreading, social isolation, shunning or ridicule. Although it may be unintentional, it is also bullying if someone feels hurt because of things said about them or their particular status or group (see above).

Bullying is a serious threat to the well being of pupils; it may cause physical or emotional damage which may cause psychological damage and may even lead to suicide. Bullying itself is not a criminal offence but features of it such as harassment and threatening behaviour may be viewed as criminal offences. Bullying may occur directly or through cyber technology.

Bystanders often show tacit acceptance or approval, and in consequence of, tensions and feuds within and between groups, families and communities in the local neighbourhood.

#### **5. Types of Bullying**

5.1. Racial, religious and cultural.

5.2. A range of hurtful behaviour, both physical and psychological, that makes a person feel unwelcome, marginalised, excluded, powerless or worth less because of their colour, ethnicity, culture, religion, community, national origin or national status, for example.

5.3. Sexual: Any bullying behaviour, whether physical or non-physical, that is based on a person's sexuality or gender. It is when sexuality or gender is used as a weapon by boys or girls towards other boys or girls, although it is more commonly directed at girls. It can be carried out to a person's face, behind their back or through the use of technology.

5.4. Homophobic: Homophobic bullying is defined as bullying behaviours that are motivated by prejudice against a person's actual or perceived sexual orientation or gender identity.

5.5. Special educational needs and disabilities: It can be manipulative, making the disabled pupil do something they should not, or deliberately engineering their discomfort or isolation. Some children with additional support needs and disabilities may not recognise that they are being



bullied or that their own behaviour may be seen by someone else as bullying.

#### 5.6. 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 and can happen at all times of the day and has a potentially bigger audience.

Cyber-bullying includes but is not limited to:

- Text message bullying
- Mobile phone photography usually with images sent to other people, including filming and sharing of physical attacks
- Phone call bullying, involving the use of silent calls or abusive messages
- Email bullying using email to send abusive or threatening messages
- Chat room bullying sending menacing or upsetting responses to children in a web based chat room
- Online bullying including the use of defamatory blogs, personal websites and social media

### 6. The Role of the School

Nord Anglia International School, Hong Kong wants to be a school in which bullying of any kind is not accepted by any member of the school community, including pupils, staff and parents. At NAIS, the aim of anti-bullying strategies are to:

- To prevent, de-escalate and/or stop any continuation of harmful behaviour
- To react to bullying incidents in a reasonable, proportionate and consistent way
- To safeguard the pupil who has experienced bullying and to provide support for both the victim and the bully.
- To apply disciplinary sanctions to the pupil(s) causing bullying and to ensure they learn from their mistakes.

#### **The School adopts a 2 stage approach to dealing with bullying:**

##### **Stage 1: Preventative Measures**

The first stage is to carry out preventative measures designed to discourage bullying which include:-

- To monitor trends in behavior incidents across the school using the CPOMS system.
- Ensure pupils know the role they can take in preventing bullying.
- Promote awareness of when and where it is most likely to take place and ensure actions are taken to reduce risk.
- Promote anti-bullying policies and be involved in anti-bullying assemblies and in the anti-bullying week so the community is aware of the importance of not allowing bullying in our school.
- Ensure that awareness of bullying is raised and anti-bullying measures are taught in PSHCE lessons and the annual assembly of the anti-bullying committee.



- Use PSHCE lessons to communicate bullying policies to children and raise awareness of the importance of denouncing bullying behaviour.
- In the anti-bullying assemblies the committee will use case studies of bullying to raise awareness of how it affects people. This will develop pupils' understanding and empathy towards the topic.
- Providing supervision of pupils at break and lunchtimes.
- Providing a wide range of extra curricular activities to encourage pupils to mix with each other and to enjoy purposeful activity.
- In secondary school, providing support from Tutors or Heads of House each lunchtime so that minor incidents can be dealt with swiftly.
- PSHCE, assemblies, literature and projects all provide forums where bullying can be discussed as part of the school's education programme.
- Pupils are familiarised with the School's Anti-bullying Policy and are reminded of it at the start of each academic year and it is displayed in all rooms in appropriate language.
- A range of communication methods are used to allow children to report bullying, including physical and digital resources.
- Help and support are offered to all pupils through Class Teachers, House Tutors, Heads of Year, Heads of House, Nurses, Head of Pastoral Care and any member of staff of choice.
- The school's student Council provides a forum for matters of concern to be raised.
- All subjects encourage tolerance and respect for others and the school seeks to raise self-esteem by celebrating achievements of all kinds.
- All staff are made aware of the school's policy and procedures for dealing with bullying incidents.
- All new staff undergo training on how to deal with bullying incidents as part of their induction programme.
- The School Leadership Teams will inform parents if their child is either being bullied or bullying someone else, and will send notice regarding the actions the school will take to prevent bullying behaviour.
- To provide Additional Learning Support to those being bullied and those who are bullying (these will be stratified in different groups).
- Analyse current school policies and procedures and carry out a yearly analysis to ensure the school policies against bullying are up-to-date and being adequately applied to the different cases.
- To raise awareness regarding the importance of living in a positive environment in which everyone feels accepted and confident to be themselves.
- The Mentoring Programme takes place with pupils of older pupils working with younger school members, with the intention of helping them and giving them support in their social and academic development. In case any bullying is detected, the pupils should notify the relevant authorities and the school will react according to the specifics of the case.



- Our web page will raise awareness to prevent bullying.
- Ensure that the parents are confident that the school will take any complaint about bullying seriously.

#### Cyber-Bullying

- All pupils and parents sign an internet usage policy.
- Safe use of the internet is taught as part of the technology curriculum.
- The school uses Safewall as a tool to monitor all pupil and staff usage of the internet and school network. Any breaches of the school code are noted by the Network manager and reported to the school Principal.
- The School blocks any sites thought to be harmful to our pupils.
- The school has an Interactive Network Policy which is sent to all parents.
- All other pupils must keep mobile phones switched off in their locker during the school day.
- Mobile phones may be confiscated by staff.
- The Acceptable Use Policy for iPads is signed by parents and pupils and iPads are checked on a regular basis for inappropriate content.
- Parents are offered an annual information evening on Cyber Bullying and Use of the Internet.

#### **Stage 2: If Bullying occurs**

- If bullying is suspected or reported, the incident will be dealt with immediately by the member of staff involved and /or a senior member of the Pastoral Team.
- A thorough investigation will be conducted and a clear account of this will be recorded and reported to the Head of Pastoral Care by the relevant staff.
- The Senior Leadership is always informed of matters involving bullying by the Head of Pastoral Care.
- There must be records of each case, which include the people involved, the time span of the case, where it happens and the details of it, including the actions taken by the school.
- Make sure to gather enough evidence and detail regarding every bullying case to therefore act accordingly.
- Each case will be dealt with individually and in a way that is suitable for both victim and bully.
- Parents will be informed if their child is either found to be guilty of bullying or a victim of bullying, appropriate sanctions and support will be put in place.
- The victim and the bully will be monitored in order that on-going support can be provided if necessary.
- A bullying incident will be treated as a Child Protection concern if there is reasonable cause to believe that the child is suffering or likely to suffer significant harm. In the case of Cyber-Bullying:



- The school maintains the right to confiscate a mobile device with the reasonable suspicion that it contains bullying texts or photographs.
- In the case of abusive material the usual bullying procedure will be followed.
- In the case of inappropriate images/content, the appropriate Designated Safeguarding Lead or Deputy Designated Safeguarding Lead will be informed and the image kept on the phone until parents have been informed and advice sought from the local police liaison officer.
- If the image has been distributed outside of school, all contacts and website/social networking sites should be asked to remove the image by the individual concerned.

#### Resitution and Restoration

Appropriate sanctions will be applied to the bully. Sanctions for bullying are intended to hold pupils who bully to account for their behaviour and to ensure that they face up to the harm they have caused and learn from it. They also provide an opportunity for the pupil to put right the harm they have caused. These will vary according to the severity of the event. However they may include:

- Official warnings to cease offending.
- Detention.
- Exclusion from certain areas of the school, e.g. they may be required to spend lunchtimes within a designated, supervised room.
- Minor fixed-term exclusion.
- Major fixed-term exclusion.
- Permanent exclusion.

When sanctions have been given the pupil concerned will be offered follow up guidance and support.

## **7. Responsibilities**

### **Staff**

- All staff have a duty of care to ensure that pupils are safe when they are in school.
- In order to reduce the potential for bullying to occur staff must be vigilant at all times and pay particular regard when on patrol to such areas as toilets, playground, unsupervised classrooms and any areas where pupils may go to avoid observation.
- Identify when and where bullying is most likely taking place and take preventive measures accordingly.
- Have a keen knowledge and understanding of the procedures and policies of the school regarding bullying cases.
- All bullying incidents and remedial action must be centrally logged in the Bullying Log on CPOMS by Heads of House, the Head of Pastoral Care or Assistant Principal of the lower / upper schools.
- When bullying is reported, a 'no blame' approach must be adopted by the investigating member of staff until facts are fully established.



- A record of interviews must be kept and information passed to the relevant Head of House who will then report to the Head of Pastoral Care or Assistant Principal of the lower / upper schools.
- Sanctions will be applied as necessary by the Head of Pastoral Care in consultation with the Assistant Principal of the lower / upper schools.
- Support will be arranged for victim and bully. This will be set up and monitored by the Class Teacher/Form Tutor and the Head of Pastoral Care or Assistant Principal of the lower / upper schools.
- Parents of the victim and bully are always informed about incidents of bullying.

### **In Primary**

- Any member of staff, who witnesses an incident or receives a report of one, should immediately report to the Class Teacher(s) both of the victim and the bully. The Class Teacher will proceed to inform the Head of Year and Head of House who will decide who will investigate.
- The Head of Pastoral Care must be notified in all cases.
- Isolate the victim and the alleged bully /bullies.
- Reassure the victim
- Talk to witnesses, try to collect full facts and not jump to premature conclusions
- Get a report from both sides in an objective, helpful manner, without appearing to take sides
- Deal with the situation on the spot, if at all possible, discussing the implications with all parties (including any disciplinary action)
- Ensure that any property taken from the victim is restored to them
- Ask them to write down in their own words a description of facts to have a first-hand testimony.
- To have the complete perspective, the pupils (the victim and the bully) should be asked to write down the facts in their own words using a Personal Reflection Sheet. If owing to age this cannot be done by the pupils, the Class Teacher should write down exactly what the pupil has said happened, explaining what it is for and promoting reflection.
- Should the incident escalate, the Head of Pastoral Care will notify the relevant Assistant Principal and decide whether parents need to be called in. They will also decide upon the disciplinary measures that will be taken, and if the Additional Support Needs Department or Counsellor should get involved to support the pupils.

### **In Secondary**

- Any member of staff who witnesses an incident or receives a report of one should immediately report it to the Tutor of the pupils involved, Head of House and the Head of Pastoral Care, who will decide who will investigate.
- In most cases, the Tutor will be responsible for investigating and gathering the necessary





information.

- Isolate the victim and the alleged bully /bullies.
- Reassure the victim
- Talk to witnesses, try to collect full facts and not jump to premature conclusions
- Get a report from both sides in an objective, helpful manner, without appearing to take sides
- Deal with the situation on the spot, if at all possible, discussing the implications with all parties (including any disciplinary action)
- Ensure that any property taken from the victim is restored to them
- Ask them to write down in their own words a description of facts to have a first-hand testimony.
- With this information the Tutor will go to the Head of House who will decide on the disciplinary measures that will be taken.
- The Head of Pastoral Care must be notified in all cases.
- If the incident recurs the Head of Pastoral Care will notify the Assistant Principal, who together will decide upon the disciplinary consequences the pupil(s) must face depending on the severity of the incident, and if the Additional Support Needs Department or Counsellor should get involved, or the type of support the school will provide.
- Where the bullying appears to be cross-houses, the Head of Pastoral Care will decide who will have the lead responsibility.

The Tutor should:

- a) Provide group support and give opportunities to discuss the situation.
- b) Allow the pupil to access the Mentoring Programme.
- c) Help the child to become assertive in a positive manner.
- d) Help the bullied child to acquire social skills and help him/her notice how his/her behavior might be contributing to the problem if deemed necessary.

## **8. Procedures**

Everyone at Nord Anglia International School, Hong Kong, is expected to make a contribution towards making the school a safe and happy place where bullying is challenged and eliminated. Bullying has no place at Nord Anglia International School.

All staff must:

- Be familiar and comply with the definitions of bullying and the school's anti-bullying policy.
- Monitor changes in pupils' or colleagues' behaviour.
- Ensure that all pupils understand the definition of bullying and know the school's position regarding it. All pupils should be confident in the ability of Nord Anglia International School, Hong Kong to deal with incidents of bullying.



- Never promise confidentiality and make sure that pupils understand this.
- Pass on the information to the appropriate member of staff.
- Keep a written record including a hand-written declaration from those involved and always report incidents of bullying.
- Make sure that the person being bullied feels safe and knows how and where to get support.
- Be an example of respect through personal actions and words.

Bullying is discussed regularly as part of our Whole School meetings, and in every meeting any incidents of bullying are raised as part of the discussion on behaviour. At this time staff are reminded of the process of reporting bullying as part of the whole school Positive Behaviour Policy. There is also a bullying questionnaire given to pupils at the end of every term. The results of this are compiled by the Head of Pastoral Care as the Deputy DSL and are discussed at the Whole School meeting at the start of every term. At this time staff are reminded of their responsibility to deal with incidents of bullying, the possibility of bullying being a child protection issue and that in cases of severe and persistent bullying, strong sanctions such as exclusion may be necessary.

## **9. Compliance**

Employee shall comply with all practices, policies and procedures (including the Company's conflict of interest policy).

## **10. Monitoring**

The Anti-Bullying Policy is reviewed on an annual basis by Year Heads, Heads of House, and the Head of Pastoral Care, to assess its implementation and effectiveness, and to look for trends or patterns of bullying.

## **11. Training**

All new staff receive training in the school's approach to bullying via the Induction Programme. All staff are kept aware of changes to the policy through Inset training at staff meetings. Talks for parents on Pastoral Issues are arranged annually.

### **This was created by:**

David Boyd      Head of Pastoral Care      September 2015

### **Updated by:**

David Sheehan      Head of Pastoral Care      October 2016

**To be reviewed:** April 2018



This Policy Links to:

1. Behaviour Policy
2. ASN Policy
3. Equal Opportunities Policy