



TISB Anti-bullying Policy – Senior School

AIMS AND OBJECTIVES

At TISB, our community is based upon respect, and mutual tolerance. 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 pupils can develop his/ her full potential. We expect our pupils to treat members of staff with courtesy and cooperation so that they can learn in a relaxed, but orderly, atmosphere. All pupils should care for and support each other.

Parents/ guardians have an important role in supporting TISB in maintaining high standards of behaviour. It is essential that school and homes have consistent expectations of behaviour and that they cooperate closely together.

Bullying, harassment, victimisation and discrimination will not be tolerated. We treat all our pupils and their parents fairly and with consideration and we expect them to respect the staff, the school and each other, in return. All forms of bullying are unacceptable at TISB and any instances will be recorded and, where appropriate, will result in disciplinary action.

This policy applies to all day and boarding pupils in the senior school.

DEFINITION OF BULLYING

Bullying can be defined as "behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally".

Bullying is the intentional hurting, harming or humiliating of another person by physical (including any threat of or use of violence of any kind), sexual, verbal (including via email, social media and SMS or other instant messages), and emotional (including by excluding, being sarcastic, name-calling, tormenting or spreading malicious rumours) means. It can involve manipulating a third party to tease or torment someone, or actions that fall short of direct participation, where someone encourages others to bully, or joins in with laughing at a victim. Bullying is often hidden and subtle. It can also be overt and intimidatory.

Bullying may involve actions or comments that are sexual or sexist, homophobic, racist, which focus on religion or cultural or family background, special educational needs, disabilities or physical attributes (such as hair colour or body shape). It may also be unpleasant in other ways.

Bullying can happen anywhere and at any time and can involve anyone -pupils, other young people, staff and parents.

Emotional bullying is when a victim is taunted, mocked, excluded from groups or the subject of hurtful and untruthful gossip and rumours. Often, he/she who engages in this form of behaviour does not consider it to be bullying, but considers it to be 'a joke'. If the victim does not find teasing or taunting funny, then it is not. Emotional bullying can be more damaging than physical.

Physical bullying should not be seen merely in terms of a pupil being physically assaulted. It can include damage done to the victim's property, clothing or school work.

Verbal bullying is name - calling or making insulting remarks which can be sexual/sexist, racial or homophobic in nature.

'Initiation ceremonies' – painful, humiliating or anxiety - causing rites of passage to mark acceptance into, e.g. boarding houses, are not tolerated at the School.

DEFINITION OF CYBERBULLYING

Cyberbullying can be defined as "the use of information and communication technologies to support deliberate, repeated, and hostile behaviour by an individual or group that is intended to harm others" (Belsey, <http://www.cyberbullying.org/>). It is an aggressive, intentional act carried out repeatedly over time, often against a victim who cannot easily defend himself/herself.

Cyber bullying could involve communications by various electronic media, including for example:

- Texts, instant messages or calls on mobile phones;
- The use of mobile phone camera images to cause distress, fear or humiliation;
- Posting threatening, abusive, offensive or humiliating material or comments on websites (including blogs, personal websites and social networking sites such as Facebook, Instagram, Twitter or YouTube);
- Using e-mail to message others in a threatening or abusive manner; or
- Hijacking/ cloning e-mail accounts.

TISB's RESPONSE TO BULLYING

We always treat bullying very seriously.

Bullying can be so serious that it causes physical, emotional and psychological damage, eating disorders, self-harm and even suicide. No one deserves to be a victim of bullying: everybody has the right to be treated with respect. Pupils who are victims of bullying will be supported. Pupils who have engaged in bullying behaviour will be subject to appropriate disciplinary sanction and will also, where possible, be supported in learning different ways of behaving.

Bullying which occurs on school trips, at home, in the boarding houses or outside of the school's premises will also not be tolerated any more than bullying on school premises. Teachers will, where appropriate, discipline pupils for misbehaviour outside school premises and outside school hours.

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 poor work, or work that appears to have been copied, interfered with or spoilt by others;
- Books, bags, money 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 Medical Centre with symptoms which may relate to stress or anxiety, such as stomach pains or headaches;
- Unexplained cuts and bruises;
- Frequent absence, erratic attendance or late arrival to class;
- Choosing the company of adults rather than peers;
- Displaying repressed body language and poor eye contact;
- Difficulty in sleeping or experiencing nightmares; or
- Talking of suicide or running away from home or school.

Although there may be other causes of some of the above symptoms, a repetition or combination of these possible signs of bullying should be investigated by parents and teachers and reported/recorded as appropriate (see below).

BULLYING - PREVENTATIVE MEASURES

We take the following preventative measures in order to ensure that bullying does not become a problem which is associated with TISB:

- Each year pupils (including boarders and our youngest pupils) should be briefed thoroughly on the School's expected standards of behaviour, this includes what to do if they encounter bullying;
- PSHME 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 messages about community involvement and taking care of each other;
- All our pupils are encouraged to tell a member of staff at once if they know or suspect that bullying is taking place;
- All boarders know how to report anxieties to any staff in the boarding house or to another member of the pastoral team;
- We have banned peer-group "initiation ceremonies" designed to cause pain, anxiety or humiliation and all House Staff.
- Pupils have access to a School Counsellor.

STAFF

- Upon induction, all new members of staff are given guidance on the School's anti-bullying policy;
- All school staff understand the principles of the School policy, and actions to be taken to resolve and prevent problems and sources of further support;
- All reported incidents are recorded and investigated at once. We always monitor reported incidents. Records of any incidents are kept securely in the Principal's office in order that patterns of behaviour can be identified and monitored;
- Our trained School Councillor is an important part of our pastoral support service, providing specialist skills of assessment and counselling. She 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. On occasion, a member of our pastoral team may refer a pupil to her as appropriate;
- Staff are always on duty at times when pupils are not in class and patrol the school site, particularly areas where bullying might occur. They are trained to be alert to inappropriate language or behaviour;
- In boarding houses, the informal house environment is important in reinforcing a pupil's standards and values, providing the opportunity for friendly, informal discussion of matters of concern to the individual pupil outside the formal classroom. A member of the boarding house staff is always on duty to supervise the pupils;

PARENTS

- We encourage close contact with Coordinators, in particular, and will always make contact if we are worried about a pupil's well-being. We welcome feedback from parents and guardians on the effectiveness of our preventative measures and all other aspects and results of this anti-bullying policy.

CYBERBULLYING -PREVENTATIVE MEASURES

For the prevention of cyber-bullying, in addition to the measures described above, TISB:

- Expects all pupils to adhere to the Mobile Policy. Certain sites are blocked by our filtering system and our ICT Department monitors pupils' use;
- May impose disciplinary sanctions for the misuse, or attempted misuse, of the internet;
- Offers guidance on the safe use of social networking sites and cyberbullying in PSHME lessons, which covers blocking, removing contacts from "friend" lists and sharing personal data;

PROCEDURES FOR DEALING WITH REPORTED BULLYING

TISB ensures that all instances of or concerns about bullying and cyberbullying on and away from school premises are easy to report and that they are recorded properly. Records of instances of bullying and allegations of bullying will be kept by the Principal, and also on pupil files, in order to enable the School to identify patterns of behaviour and to evaluate the effectiveness of our anti-bullying policy.

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

- The member of staff to whom it was reported, or who first discovers the situation, will control the situation, reassure and support the pupils involved;
- He/she will inform an appropriate member of the pastoral team soon as possible;
- Coordinators & DP (Pastoral) will convene a strategy meeting as soon as possible to determine who will take responsibility for which elements of the investigation;
- The victim will be interviewed on his/ her own and may be asked to write an account of events if appropriate;
- The bully/ bullies, and all others who were involved, will be interviewed as soon as possible and may be asked to write an account of events if appropriate;
- The incident should be recorded fully by the Deputy Principal (Pastoral);
- Once the basic facts have been established and the Coordinator and Deputy Principal (Pastoral) is confident they have sound knowledge of the issue, parents of both alleged victim and alleged bully should be informed without delay, ideally by telephone. It is good practice to inform parents of the next steps in concluding the investigation and the possible outcomes for the alleged bully. Coordinators and Deputy Principal (Pastoral) will also ensure communication with all relevant staff of both victim(s) and bully/bullies. In very serious incidents, the Principal will be informed.
- The victim will be interviewed again at a later stage by a member of the pastoral team, separately from the alleged perpetrator. He/ she will be offered support to develop a strategy to help him or herself. It will be made clear to him/ her why revenge or retaliation is inappropriate;
- The bully will be interviewed again 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 education, guidance and support on modifying his or her behaviour.
- In deciding what action to take towards the bully, the School will listen carefully to the views of the victim.
- When the course of action towards the bully is decided upon, Coordinators and Deputy Principal (Pastoral) will write to the parents of the bully providing an overview of the issue, what action has been taken and the likely disciplinary consequences of a repeat offence. The letter should also indicate the support, education and guidance the perpetrator will receive in helping direct their behaviour in the future.
- The parents/ guardians of the victim will be informed in writing that action has been taken to stop any further bullying.
- A monitoring and review strategy will be put in place and put on record;