



POLICY ON BULLYING (Parent)

Introduced: December 2015	Revised: March 2023
Previous review : March, 2021	Next Review : March 2025
Implemented by: Principal	

DEFINITION:

Bullying refers to use of force/threat to aggressively dominate others and cause mental or physical harm to the other party.

BULLYING INCLUDES:

- Physical violence; punching, hitting and pushing
- Mocking, ridiculing or tormenting somebody
- Offensive, racist name calling or using any obviously hurtful names
- Sexist remarks
- Gossiping and spreading rumors
- Exclusion, deliberately ignoring someone and encouraging others to do the same
- Insulting someone
- Threatening or intimidating behaviour
- Taking and damaging property
- Offensive telephone calls, emails and text messages to others

PURPOSE:

- To ensure that all parents are aware of bullying and its distressing effect.
- To ensure that all stakeholders are fully aware of referral procedures for reporting bullying incidents.

POLICY:

• Parent responsibilities

If your child has been bullied:

- Calmly talk to your child about it
- Make a note of what your child says – particularly who was said to be involved, how often the bullying has occurred, where it happened and what has happened reassure your child that telling you about the bullying was the right thing to do.
- Guide and support your child emotionally and socially
- Explain that any further incidents should be reported to a teacher immediately
- Make an appointment to see your child's class teacher
- Explain to the teacher the problems your child is experiencing
- Try and stay calm – bear in mind the teacher may have no idea that your child is being bullied or may have heard conflicting accounts of the incident
- Be as specific as possible about what your child says has happened – give dates, places and names of other children





- Make a note of what action the teacher intends to make
- Keep in touch with the teacher – let us know if things improve or if problems continue

If your child is bullying other children

- Talk to your child, explaining that bullying is unacceptable and makes others unhappy
- Discourage other members of your family from bullying behaviour or from using aggression or force to get what they want
- Show your child how to join in with other children without bullying
- Make an appointment to see your child's class teacher, explain the problems your child is experiencing and discuss how you and the school can stop them bullying others
- Regularly check with your child how things are going at school
- Give your child lots of praise and encouragement when they are co-operative or kind to other people.

Student responsibilities

- Show respect for all members of the school community.
- Speak out against bullying and report it when you see it.
- Support students who are bullied and report it.

What disciplinary structures exist to deal with incidents of bullying?

In case a student breaks this rule, the following will be the course of action:

- As soon as the school receives a report that a child has been bullied, the Principal, Supervisors and the Counselor are informed.
- A committee is constituted comprising of the Principal/Supervisor and the school's counselors.
- An investigation is to be held immediately to trace the sequence of events.
- Facts from parents, class teachers, supervisors, the person who reports the matter, are noted.
- The victim is kept calm and assured of all help and support.
- The alleged pupil is questioned in the Principal's office/counselor's office.
- A letter is written to the parents of the alleged pupil, requesting them to meet with the Committee.
- The Pupil and the parents are spoken to, regarding the issue.
- The pupil is counseled/ reprimanded.
- Depending on the severity of the situation, the alleged pupil(s) could be suspended from the School.
- If the incident is repeated, the matter would be referred to the Ministry/ADEC as per their recommendation, the pupil's name would be struck off from the rolls.
- All copies of correspondence are placed in the files of both the victim and the bully.

Principal's Approval	
Revised Date:	March, 2023

