

Bullying Policy

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1 Foreword

Berlin British School always takes allegations of bullying very seriously. The aim of this anti-bullying policy is to ensure that all pupils are given the opportunity to learn in a supportive, caring and safe environment, free from fear of being bullied. Bullying is anti-social behaviour which affect the whole community; it is unacceptable and will not be tolerated. Only when all issues of bullying are addressed will pupils be able to fully benefit from the opportunities available at school.

2 Definition

Bullying is any behaviour by an individual or group that:-

- Is deliberate and meant to hurt – the person or people doing the bullying know what they are doing and mean to do it.
- Happens more than once – there will be a pattern of behaviour, not just a ‘one-off’ incident.
- Involves an imbalance of power – the person being bullied will usually find it very hard to defend themselves.

Bullying can be:-

- **Physical** – pushing, kicking, hitting, pinching or any other form of physical threat.
- **Verbal** – name calling, sarcasm, spreading rumours, threats.
- **Emotional** - Ostracism, tormenting, ridicule or humiliation.
- **Racist** – racial taunts or gestures
- **Sexist** – unwanted physical contact, abusive comments, homophobic comments.
- **Cyber/Online** – threatening or abusive e-mails, texts, messages on social networks

Persistent bullying can result in:-

- Depression
- Low self-esteem
- Poor academic performance
- Isolation
- Threatened or attempted suicide in extreme cases

Unchecked bullying also damages the bully who learns that he or she can get away with violence, aggression and threats, thus inhibiting their progress and acceptance in adult society.

Teachers and parents should be alert to children displaying behaviour which may be indicative of a pupil being bullied. Pupils may:-

- Be frightened of going to school
- Plead illness to avoid attending school on certain days
- Being under-performing academically
- Come home with possessions damaged or missing
- Come home hungry as food or dinner money was taken
- Become withdrawn or distressed
- Have nightmares
- Ask for money or begin stealing (to pay the bully)
- Refuse to say what is wrong
- Become distressed or angry with other family members
- Begin bullying themselves

3 Preventative Measures to promote a bully-free culture

The school will:-

- Raise awareness of the nature of bullying through inclusion in PHSE, form tutorial time, Assemblies, subject areas and informal discussion, as appropriate, in an attempt to eradicate anti-social behaviour.
- Participate in local, national or international initiatives such as 'Anti-Bullying Week' to raise awareness and encourage all pupils to participate in taking positive action against bullying.
- Seek to develop links with the wider community that will support inclusive anti-bullying behaviour
- Consider the use of specific strategies, e.g. the use of Conflict Resolution counselling, as and when appropriate.

At BBS we aim to create a culture where we celebrate diversity, and where each individual is valued for their unique contribution. However, we recognise that bullying can never be totally avoided in a school environment in some form or other, and this policy aims to eradicate anti-social behaviour, to support the victim but at the same time to provide necessary help and guidance to those who bully others.

4 BULLYING – Action to be taken by Class or Subject Teacher

If you are aware of an incident of bullying of any type the following procedure should be followed, unless the matter is so serious that it is referred immediately to the Key Stage Coordinator or Head of School.

1. Always take the report seriously. If the reporter is the victim's fellow pupil, assure him (her) that you will look into it, and get them to write down all details, with names of any witnesses.
2. If the report is made by the victim, they may be distressed or upset. Listen to what they have to say and, if you decide that bullying is involved, get them, and any witnesses, to write an account of what has just occurred or what has been happening over a period of time.
3. Reassure the victim that bullying behaviour is unacceptable. If the victim does not wish the alleged bully to be approached at this stage, but is content just to talk about it, suggest that the victim makes a note of further instances. Do not make false promises about confidentiality, and stress to the victim the benefits of enlisting further support.
4. If the victim wishes the bully to be confronted, spell out to the victim the steps you intend to take, allowing him/her to feel that he/she has a certain amount of control over the situation. Interview the bully separately, or ask their Form teacher to do so, having first furnished all the facts. You may need to re-question the victim or witnesses if there is a discrepancy between the accounts in order to establish vital facts. Do not let them make contact yet.
5. If the bully acknowledges his/her guilt, then encourage reconciliation and apologies. If there is no acknowledgement and hostility is obviously present, make it clear to the bully, forcefully but calmly, that there is to be no retribution or the matter will be referred to a higher authority. Check with the victim over the next few days and weeks.
6. Tell the bully that a 'Bullying Report form' will be completed: one copy will be given to the Head of School and one placed in his/her personal records. Try to get the bully to see the affair from the victim's point of view. Do not accept "It was an accident", "I was only teasing", "I did it for a joke", or "They didn't seem to mind". Sanctions will be taken in line with the School's Disciplinary procedures and may include:
 - After-school detention
 - The bully being placed 'On Report' for a fixed period and behaviour closely monitored during this time for further incidents of bullying.
 - Fixed-term internal suspension

- Fixed-term external suspension
 - Exclusion
7. Inform the parents of the victim and confirm with the bully's Classteacher and Coordinator as to who contacts the bully's parents. Reassure them that the School has acknowledged the problem, has resolved it and will be keeping an eye on the situation.
 8. Inform the parents of the bully that the incident has taken place, and of the sanctions that have been applied.
 9. Complete a 'Bullying Report form', and give a copy to your Head of School.
 10. In serious or long-term cases, the services of a 'Mediation Counsellor' may be employed to assist the victim and help the bully examine and modify their own behaviour.

5 Notes

Discretion should be exercised in entering the details on the victim's records. A separate account should be made, with a pointer on the personal file indicating that there has been a problem.

Classteachers are the first point of reference; they must inform the Keystage Coordinators and decide any action jointly. If the matter is very serious and repeated, the Head of School should be informed, who may take the matter to the Headteacher.

Whenever the incident involves pupils from more than one Key Stage, both relevant Heads of School must be informed.

Berlin British School: Our bullying charter

We will not accept bullying in our school,
and we will make sure it is stopped.

- We will not bully other students, either physically, emotionally or via cyber means
- We will try to help students who are bullied
- We will make it a point to include students who become easily left out
- When we know somebody is being bullied, we will tell a teacher or an adult at home

Berlin British School: Bullying Report Form

To be completed as soon as possible after an incident, and given to the Head of School

Form completed by:

Time:

Date:

Reported by (if different to person above

VICTIM(S)

Name(s):

Form:

Injury sustained/Treatment given

PERSON(S) RESPONSIBLE FOR BULLYING:

Name(s):

Form(s):

INCIDENT

Verbal Abuse/Threat/Sexist/Racist/Physical Violence/Cyber bullying

BRIEF DESCRIPTION OF INCIDENT, INCLUDING CIRCUMSTANCES AND LOCATION

ACTIONS TAKEN (TO BE COMPLETED BY KEY STAGE CO-ORDINATOR OF HEAD OF SCHOOL)

MONITORING

Review of behaviour to be undertaken on:

OUTCOME (resulting from monitoring both bully and victim over a fixed period of time)

Signed:

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