Scope: Bullying of any form is not allowed in the school, whether direct or indirect. Any observed or reported form of bullying is investigated and appropriate measures are taken to ensure it does not recur. School staff is responsible for ensuring the policy and procedures are followed in school. All incidents of reported or observed bullying are dealt with promptly.

Objective: to create and maintain a culture of mutual respect among children, free from bullying behaviour.

Types of Bullying

1. Physical Bullying:
   • Hitting, Kicking, or Pushing someone
   • Stealing, Hiding or ruining someone's things
   • Making someone do something forcibly which he or she doesn't want to do

2. Verbal Bullying
   • Name calling
   • Teasing
   • Insulting

3. Relationship Bullying
   • Refusing to talk to someone
   • Spreading lies and rumours about someone
   • Making someone feel left out or rejected

Procedure:

DEALING WITH AN INCIDENT OF BULLYING

It is ensured that children report incidents of bullying. This could be a Class Teacher, any member of staff in whom they have confidence, the School Authorities, School Counsellor or the Nurse. The bully must be left in no doubt that bullying is unacceptable and that this conduct will be systematically monitored.

STEP 1 – GETTING THE FACTS STRAIGHT

• If there is more than one perpetrator, each individual is interviewed by the Class Teacher to get the facts straight. Witnesses/bystanders should also be interviewed. A confrontational
approach is avoided and instead it is sensitively sought to reinforce any responses which reveal some concern for the victim. The child is asked to write down about the incident.

- The culprit is encouraged to carry out some corrective action to improve relationships and encouraged to see things from the victim’s point of view
- Group discussions with all involved to explore victim’s and bystanders’ feelings are done.
- Decisions to work towards corrective measures include: apologising to victim in writing, listing the behaviour which needs changing, asking other people to monitor the situation and report any breaches of contract.

STEP 2 – FOLLOWING UP INITIAL INTERVIEW

- See perpetrator(s) and victim again a week later. Consider whether to see them separately or together as a group.
- If the problem still remains, it may be necessary to make arrangements for further monitoring and meetings, as appropriate.

STEP 3 – Recording

- Incidents of bullying and the actions taken are recorded in the Class Teacher’s Anecdotal Records and Discipline log book.
- Staff must report the incident to the concerned Headmistress.
- Parents of bully or victim are met or communicated through the School Diary/Phone Calls/E-mails, if necessary.

SUPPORTING THE VICTIM - Children need to know that staff will listen and will take reported incidents seriously. The staff will help the victim make friends by pairing with another child in the group who can draw the victim into activities. The staff will help other children to value the victim so the victim’s confidence will develop.

COMBATING BULLYING IN THE LONGER TERM

Ongoing Processes:

- Raising awareness of the problem and discussing with children an agreed list of unacceptable behaviour and promoting pro-social behaviour through Life Skills classes, Vital Education workshops/whenever an opportunity presents itself in normal class teaching time.
- Developing preventive strategies – Involving Student Council members/Prefects and staff on break/dispersal duties to monitor, report and prevent bullying incidents.
- Regularly review the Anti-Bullying Policy.
- Refer students to School Psychological Counsellor as and when required.
- Provide information and training for all members of staff to prevent bullying, manage incidents and create and maintain a culture of mutual respect free from bullying behaviour.