

# **THE BRITISH ACADEMY OF PORT OF SPAIN**

## **SCHOOL BULLYING POLICY**

Bullying may be verbal, physical or psychological. In fact any action that makes a child feel uncomfortable, insecure or threatened may be defined as bullying. The school disapproves of bullying in all its forms and considers it a most serious offence. The pupils know that bullying is completely unacceptable and that they must “tell a teacher” if it happens to them. All staff take the lead in creating a climate in which pupils will report immediately any bullying incident in the expectation that it will be dealt with urgently and firmly.

All staff are required to report incidents of suspected bullying to the Form Tutor and Director of Studies of both bullies and victims. Appropriate action is then taken.

### **Guidelines for Staff on the Prevention of Bullying**

Bullying, whether physical, verbal or psychological is to be deplored and will not be tolerated at The Academy.

It is up to everyone to be aware and work together to prevent bullying from happening.

It is important to institute peer pressure against bullying with the involvement of all staff and to develop positive strategies for children to cope with this type of situation.

**Each case will be treated individually and depending on circumstances, one or more of the following strategies will be employed.**

Interviews/counselling of bully/victim by the Tutor (this may be done individually or together). (Principal to be informed)

Informing the parents of both the bully and the victim of the incident by telephone and/or letter. (Principal to be informed)

Requesting interviews with the parents of the bully and/or the victim. (Tutor, Principal to be involved. Director of Studies to be informed)

When appropriate, involve outside agencies on behalf of the victim or bully.

Regular follow up to bullying incidents are dealt with or instigated by Director of Studies and/or Principal. This will be by letter or telephone to parents and by interview with bully or victim. Daily reporting to Tutor by the victim should be used.

Request interviews with the parents of the bully and/or the victim. (Tutor, Principal and Director of Studies to be involved)

Clear written records to be kept by Tutor of all repeated bullying behaviour by perpetrator.

### **Sanctions that may be imposed on a bully**

These include:

- Community involvement in school
- Removal of privileges/activities
- Detentions
- In-School Exclusion from peers/lesson
- Exclusion from school/suspension

**STAFF MUST DEAL IMMEDIATELY WITH ANY INCIDENT THEY WITNESS, EITHER IN THEIR OWN CLASSROOM OR AROUND THE SCHOOL.**

**COMMUNICATION IS ESSENTIAL AND SUSPECTED BULLYING MUST BE REPORTED TO THE FORM TUTOR.**

**THE TUTOR IN TURN MUST INFORM THE DIRECTOR OF STUDIES. REGULAR FOLLOW-UP IS VITAL. THE DIRECTOR OF STUDIES IS RESPONSIBLE FOR ENSURING THIS OCCURS.**

Signs that might indicate bullying is occurring:

These include:

- Change of friendship groups
- Lack of friends
- School withdrawal
- 'Illness' at certain times or on certain days
- Change in standard of work
- Withdrawal/sudden lack of confidence
- Severe cases of depression

Although the above list is most likely to apply to victims, changes in behaviour could indicate that someone has developed anti-social traits and may be bullying.

## **Exclusions**

Exclusions are used in exceptional cases only and when the nature of the behaviour is such that the school wishes to signal a strong degree of disapproval. Such behaviour includes physical violence to staff or pupils, verbal abuse to staff, persistent bullying of other pupils, consistently poor behaviour over a sustained period and persistent disruption of the learning of others. When a student is put into in-school exclusion, he/she is put in isolation with supervised work and has no interaction with other students during lessons, at break time and lunch time. Parents will be notified and are required to come into the school to collect their child. When a student receives an exclusion from school/suspension, he/she is kept away from school and it is the responsibility of the student to obtain from his/her peers, any work covered whilst away from school and homework or assignments due.

### **Fixed Term Exclusion (Principal)**

Pupils against whom such action is taken are not normally re-admitted unless an undertaking is given concerning future conduct. Parents are required to be present at the re-admission. In some cases collaboration with the Board of Directors may take place.

### **Permanent Exclusion (Principal)**

This is reserved for the most serious breaches of discipline.